



**Los Angeles Unified School District**  
**Office of Transitional Programs**  
**Division of Adult and Career Education**  
333 S. Beaudry Ave, Los Angeles, CA 90017

**Position Offered:** Individual Instruction Lab Teacher: (305070)

**Locations:**

<ul style="list-style-type: none"><li>• Torres Renaissance</li><li>• Maywood Academy</li><li>• Southeast SH</li><li>• Reseda SH</li><li>• Venice SH</li></ul>	<ul style="list-style-type: none"><li>• Manual Arts SH</li><li>• Banning SH</li><li>• Los Angeles SH</li><li>• Woodrow Wilson SH</li><li>• Maya Angelou SH</li></ul>
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**Job Description:** Teach a variety of academic courses in an Individual Instruction Lab setting

**Salary:** The salary will be based on the current negotiated Teacher Hourly Rate schedule.

**Duties:**

- Provide individualized and group instruction to Adult Secondary Education (ASE) students using various teaching techniques that address different learning modalities
- Use DACE course outlines to prepare and deliver instruction
- Administer assessment tools such as CASAS or High School Equivalency preparation exams
- Maintain accurate records of attendance and progress, log completer status, and issue credit slips
- Teach learning strategies and study techniques
- Monitor progress and provide ongoing feedback to students
- Maintain up-to-date classroom materials
- Follow District and school policies and procedures
- Correct assignments in a timely manner
- Other duties as assigned in accordance with the District-UTLA agreement

**Minimum Qualifications:**

- Current Certificated LAUSD employee
- Valid Elementary/Secondary Teaching Credential or Preliminary/Clear Adult Designated Subjects Credential (English, Math, Social Studies or Science)
- Appropriate certification to teach English Language Learners (Cross-cultural Language and Academic Development (CLAD) certificate, Bilingual Cross-cultural Language and Academic Development (BCLAD) certificate, SB1969 certificate, Bilingual Certificate of Competence (BCC), Language Development Specialist (LDS) certificate, English Language Authorization (ELA) certificate, Certificate of Completion of Staff Development or equivalent or DACE SDAIE certification professional development
- LAUSD Child Abuse Awareness Training Certificate

All minimum requirements must be met on or before the filing deadline.

It is the responsibility of the applicant to ensure that documentation of minimum requirements is on file with the Human Resources.

**Preferred Qualifications:**

- Recent successful experience teaching in an Individual Instruction Lab with a high course completion rate
- Have a thorough knowledge of subjects, student learning contracts, and course material
- Willingness to participate in professional and staff development opportunities

**Days/Hours:** Mon/Wed/Thurs 3:15PM – 5:30PM & Tues 2:15PM-5:30PM (10 hours per week)

**Planning Time:** Mon/Wed/Thurs 3:15PM-3:45PM & Tues 2:15PM-2:45PM

**Application Procedures:**

To be considered, you must submit the following documents:

1. Letter of Interest that describes successful experience in the areas listed above and specify location(s) you would like to be considered for
2. Current resume with professional preparation (include LAUSD employee number)
3. Contact information for three references, one of which must be a current supervisor
4. A printout from the California Commission on Teacher Credentialing website showing the designated credential with the Authorization Description(s) indicating the required minimal qualification listed

*You are advised that meeting the stated minimum requirements does not ensure an invitation to an interview.*

For applicants invited to next step of selection process, please note that initial interviews may be facilitated via a virtual platform.

**Materials must be in pdf format and emailed to: Dora Pimentel-Baxter, Administrator at [dpimente@lausd.net](mailto:dpimente@lausd.net)**

Include the following in the email subject line: "Job Title, School, Applicant Name".

**Application must be received by: February 6, 2025, 12:00 p.m.**

Materials sent by fax, school mail or US mail will not be accepted.