



**Los Angeles Unified School District**  
**Office of Transitional Programs**  
**Division of Adult and Career**  
**Los Angeles Technology Center**  
**3721 W. Washington Blvd., Los Angeles, CA 90018**  
**(323) 373-2300**

**Position Offered:** Career Technical Education (CTE) Student Tools for Educational Pathways (STEP) Instructor or CTE STEP Instructor (700150)

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

**Job Description:** Provide STEP instruction to CTE adult learners

**Duties:**

- Plan and deliver effective and differentiated lessons based on student needs and the STEP course outline
- Provide instruction to adult learners with low levels of literacy in a virtual, hybrid, and in-classroom environment by employing a variety of instructional strategies including lecture methods and small and whole -group discussion strategies
- Deliver digital literacy instruction such as how to navigate a Learning Management System (Schoology), video conferencing tools (ZOOM), District email Single Sign-On (SSO) and other digital tools
- Provide instruction on how to complete required state and federal forms (e.g., TOPSpro Entry, CALWorks, Perkins)
- Proctor Comprehensive Adult Student Assessment System (CASAS) tests in a variety of formats: eTesting remotely, laboratory eTesting and paper and pencil assessments
- Collaborate and meet with school administrative team, counselors, and pathway advisers to provide basic counseling to CTE students including goal setting, highlighting of flagship programs, and exploring education pathways
- Deliver competency-based instruction providing students the necessary tools to succeed in their educational pathways
- Other related duties as assigned in accordance with District-UTLA agreement

**Preferred Qualifications:**

- Recent successful experience teaching CTE to adults
- Knowledge of adult CTE pedagogy
- Experienced in teaching in a multi-cultural environment
- Skillful at establishing clear lesson objectives and at making course content accessible to students
- Ability to build and maintain a learning environment designed to motivate and retain students
- Skillful at classroom management, including usage of cooperative learning strategies
- Strong interest in professional growth including ongoing participation in professional development activities
- Highly proficient with digital learning: Learning Management Systems (Schoology), video conferencing tools (ZOOM), District email Single Sign-On (SSO) and other digital tools
- Proven track record of accurate and timely data collection such as TOPSPro, CalWorks and Perkins forms
- Aptitude for the administration of standardized assessments in a digital environment (remote CASAS eTests)
- Familiarity with current school's counseling and onboarding processes

**Minimum Requirements:**

- Valid California Designated Subjects Credential with an authorization to teach adults.
- 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.*

**Days/Hours:** Monday - Thursday 4:45PM – 8:30PM (15 hours per week)

New applicants and former employees are required to apply and submit an online employment application at:  
<https://careers.lausd.org/hr/go/Adult-and-Career-Education-Teacher/9692100/>

**Application Procedures:** To be considered, you must submit the following documents:

1. Letter of Interest
2. Current resume with professional preparation (include employee number, if an LAUSD employee)
3. List of (3) references including the most recent supervisor (email and phone number)
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 the next step of the selection process, please note that initial interviews may be facilitated via a virtual platform.

Application materials must be in pdf format and emailed to **Elizabeth Penuela, Assistant Principal** at [epenuela@lausd.net](mailto:epenuela@lausd.net).  
Include the following in the email subject line: ***“Job Title, School, Applicant Name”***.

Please do not send hard copies of application materials.

**DEADLINE: February 14, 2025 at 12:00 noon.**

**All application materials must be received by the filing deadline.  
MATERIALS SENT BY FAX, SCHOOL MAIL, OR U.S. MAIL WILL NOT BE ACCEPTED.**