



Los Angeles Unified School District
Office of Transitional Programs
Division of Adult and Career Education
West Valley Occupational Center
6200 Winnetka Avenue, Woodland Hills, CA 91367
(818) 346-3540

Position Offered: ACCT II Lab Instructor: (305070) **Reseda ACCT program** **Hybrid**

Job Description: Provide competency-based instruction to adult students based on DACE course outlines

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

Duties:

- Provide one-on-one or small group instruction as appropriate in an independent study program
- Maintain a safe and supportive learning environment that stimulates interest, regular attendance and maximum class participation
- Assess the needs of students; determine instructional objectives and employ conventional, Apex, and Schoology curricula to best assist students in meeting their needs.
- Maintain a learning environment designed to stimulate interest and attendance in the educational environment
- Set appointments and meet with students weekly to collect and assign coursework, review and grade completed assignments and review graduation plans
- Ensure that students are completing courses within a reasonable timeframe
- Provide continuous evaluation of student progress as needed to support student academic progress and/or career preparation
- Submit completed weekly reports, student tracking and teacher documents as required, in a timely manner
- Maintain accurate and timely attendance and progress records
- Administer and meet deadlines for DACE SIS and state-required assessments such as CASAS
- Participate in professional development opportunities and maintain professional relationships with students and staff
- Work under the immediate guidance of the AC2T Advisor and supervision of the Assistant Principal, Adult Counseling Services
- Perform other duties as assigned in accordance with the LAUSD-UTLA Bargaining Agreement

Preferred Qualifications:

- Recent successful teaching experience with “at promise” pupils
- Knowledge of I.I. Lab and Adult Independent Study classroom materials and use of appropriate conventional learning contracts as well as Apex, and Schoology courses
- Ability to build and maintain in a learning environment designed to motivate and retain students
- Experience in classroom management/instructional methodology
- Strong organizational, interpersonal, written and verbal communication skills
- Knowledge of high school and adult school diploma requirements
- Ability to maintain accurate records and use computers instructional technology in the classroom

Minimum Qualifications:

- Valid California Adult Ed Teaching Credential with a designation to teach any of the following subjects (English, Math, Social Studies, or Science) or a Valid K-12 Teaching Credential and completion of Teacher Consent to Teach Outside of Credentialed Area
- 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 Human Resources.

Days/Hours: Monday – Friday 8:15 AM - 12:30 PM

Planning Time: Monday 8:15 AM-10:30 AM and Friday 11:30 AM-12:30 PM

New applicants and former employees are required to apply and submit an online employment application at:

www.teachinla.com

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

1. Letter of Interest that describes successful experience in areas listed above
2. Current resume with professional preparation (include employee number, if an LAUSD employee)
3. Contact information for three references, one of which must be a current supervisor.
4. Copy of your valid teaching credential

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

Ana Rubalcava, Assistant Principal at adr57011@lausd.net

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

DEADLINE: February 9, 2024 at 12 noon

MATERIALS SENT BY FAX, SCHOOL MAIL, OR U.S. MAIL WILL NOT BE ACCEPTED.