



**Los Angeles Unified School District
Office of Transitional Programs
Division of Adult and Career Education
AEVA – Adult Education Virtual Academy**

Position Offered: VESL/Customer Service and Office Occupations (500163) **Virtual Instruction**

Work Location: AEVA @ East Los Angeles Skills Center

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.

Duties:

- Plan and deliver effective lessons based on student needs and course outlines.
- Administer CASAS pre- and post-tests, ESL promotional test battery, EL Civics assessments and periodic formal and informal assessments.
- Administer and meet deadlines for DACE-SIS attendance, TopsPro (Entry/Update) data forms, and additional documentation as requested.
- Adapt instruction to address students' goals and different learning modalities.
- Assess students' needs individually and provide appropriate responsive instructional strategies.
- Participate with program management team in systemizing quality instruction and implementing the Professional Learning Communities (PLCs) objectives.
- Other related duties as assigned in accordance with District-UTLA agreement.

Preferred Qualifications:

- Recent successful experience teaching ESL to adults.
- Knowledge of adult ESL 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.

Minimum Qualifications:

- Valid California teaching credential with a designation to teach English as a Second Language to 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 Human Resources.

Days/Hours: Saturday 8:00AM – 1:15PM (5hrs)

Planning Time Days/Hours: Saturday 12:15PM – 1:15PM

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
Alma Alvarez, Principal at alma.alvarez@lausd.net

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

DEADLINE: July 11, 2025 at 12 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**

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.