



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

Position Offered: ESL Student Tools for Educational Pathways (STEP) Instructor (500150) **Virtual Instruction**

Days/Hours: Monday - Thursday 6:00PM – 8:30PM (10 hours per week)

Work Location: ELASC

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:

- Plan and deliver effective and differentiated lessons based on student needs and the STEP course outline
- Provide instruction to limited English speaking adults 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)
- 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 ESL 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 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
- 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 and CalWorks 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 Qualifications: The minimum requirement must be met on or before the filing deadline.

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

Application Procedures: To be considered, you must submit the following documents. Ensure your name is recorded on each of the documents.

1. Letter of Interest
2. Current resume with professional preparation (include employee number, if an LAUSD employee)
3. Provide the names and contact information of three professional references who have directly supervised your work performance.
 - One of the references must be your most recent supervisor.
 - If you are currently or were recently employed as a teacher, one of your references must be the school Principal.
 - References must hold a supervisory position (e.g., principal, director, administrator, or manager). Do not list colleagues, peers, or students as references.

For each reference, include the following information:

- Name
 - Position Title
 - Employer/Organization
 - Telephone Number
 - Email Address
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: November 12, 2025 12 noon

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