



**Los Angeles Unified School District  
Office of Transitional Programs  
Division of Adult and Career Education  
Evans Community Adult School  
717 N. Figueroa Street, Los Angeles, CA 90012  
(213) 613-7900**

**Position Offered:** Instructor: Reading 2/3 (530365/66)

**Job Description:** Provide reading instruction to students in the Adult Basic Education program (4<sup>th</sup>-8<sup>th</sup> grade level equivalent) with the emphasis on the components of reading; listening and oral skills; integrating reading and writing; reference and study skills; and community and workplace skills.

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

**Duties:**

- Provide instruction in the components of reading (alphabets, fluency, vocabulary and comprehension)
- Assess and group students by need and provide detailed recordkeeping and maintenance of student records
- Offer differentiated and varied instruction to address students' educational needs
- Maintain a learning environment designed to stimulate interest and attendance that is also conducive to maximum learning
- Administer and meet deadlines for DACE-SIS (DACE Student Information System) attendance rosters, TOPSpro (Tracking of Programs and Students) data forms and state-required assessments such as CASAS (Comprehensive Assessment System of Adult Students)
- Perform other related duties as assigned in accordance with the LAUSD/UTLA Bargaining Agreement

**Preferred Qualifications:**

- Recent experience teaching a Reading 2/3 class (4<sup>th</sup> – 8<sup>th</sup> grade level readers)
- Completion of DACE Reading 2/3 Training Workshops and CalPRO Evidence Based Reading Instruction (EBRI) Training
- Sensitivity in working with culturally diverse population of adult and adolescent students
- Ability to build and maintain a learning environment designed to motivate and retain students
- Knowledge of Adult Basic Education course outlines
- Effective organizational, interpersonal, written and verbal communication skills
- Supervisory/classroom management skills and experience

**Minimum Requirements**

- Must hold a valid Secondary Credential or Clear/Preliminary Adult Designated Subjects Credential with emphasis in Academic Subjects.
- 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 10:15AM – 12:15PM (10 hours)

**Planning Time:** Friday 10:15AM – 12:15PM

**Application Process:** 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. 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.*

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

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

Elsa Madrid, Principal at [aem76401@lausd.net](mailto:aem76401@lausd.net)

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

**DEADLINE: September 19, 2025, at 12 PM**

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