



**Los Angeles Unified School District
Office of Transitional Programs
Division of Adult and Career Education
North Valley Occupational Center
11450 N. Sharp Avenue, Mission Hills, CA 91345
(818) 256-1400**

Position Offered: Individual Instruction Lab (Math) (305070)

Job Description: Teach a variety of academic courses in an Individual Instruction Lab setting

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

Duties:

- Provide individualized and group instruction to Adult Secondary Education (ASE) students using various teaching techniques that address different learning modalities
- Use DACE course outlines to prepare and deliver instruction
- Administer assessment tools such as TABE, CASAS, or High School Equivalency preparation exams
- Maintain accurate records of attendance and progress, log completion status, and issue credit slips
- Teach learning strategies and study techniques
- Monitor progress and provide ongoing feedback to students
- Maintain up-to-date classroom materials
- Follow District and school policies and procedures
- Correct assignments in a timely manner
- Other duties as assigned in accordance with the District-UTLA agreement

Minimum Qualifications:

- Valid Elementary/Secondary Teaching Credential or Preliminary/Clear Adult Designated Subjects Credential (Math)
- 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.

Preferred Qualifications:

- Recent successful experience teaching in an Individual Instruction Lab with a high course completion rate
- Have a thorough knowledge of subjects, student learning contracts, and course material
- Willingness to participate in professional and staff development opportunities

Days/Hours: Monday-Thursday 6:00PM-8:45PM (10 hours per week)

Planning Time: Monday - Thursday 8:15PM-8:45PM

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. 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 next step of selection process, please note that initial interviews may be facilitated via a virtual platform.

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".

Application must be received by: September 19, 2025 12:00 p.m.

Materials sent by fax, school mail or US mail will not be accepted.

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

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