



LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION
Abram Friedman Occupational Center
1646 S. Olive Street
Los Angeles, CA 90015

Position Offered: Apprenticeship Grants and Curriculum Advisor

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

Job Description: The Apprenticeship Adviser will provide day-to-day support for state- approved apprenticeship programs and assist programs with contract management and compliance. The advisor will work with apprenticeship staff, instructors, and employers to write curriculum and apply for applicable state and federal grants.

Duties:

- Attends Joint Apprenticeship Training Committee (JATC) meetings on a regular basis
- Offers technical assistance to DACE staff in apprenticeship compliance, apprenticeship enrollment, and apprenticeship course content
- Works collaboratively with teachers, union officials, administration, community organizations and government agencies, and the Teacher Credentialing Commission
- Maintains and updates current instructor files
- Writes grants and develops curriculum based on California Department of Education, California Career Technical Education Model Curriculum Standards, and applicable labor industry standards.
- Provide documentation of program activity for the Specially-Funded Programs Accounting Unit to submit quarterly invoices
- Provides documentation of program activity for the Specially-Funded Programs, California Apprenticeship Initiative Grants, and Related Supplemental Instruction, including submission of invoices for completed pre-apprenticeship /apprenticeship classes
- Solicits community input in support of trainees, especially with public agencies, courts, shelters, etc.
- Attends and assists in coordinating apprenticeship advisory meetings as appropriate

Minimum Qualifications:

- Five (5) years of full time successful service in Adult Education
- Valid California Teaching Credential authorizing assignment to teach adults
- Ability to travel throughout the state

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 the Human Resources.

Preferred Qualifications:

- Five years of apprenticeship experience in the Division of Adult and Career Education
- Knowledge of apprenticeship programs and course content
- Knowledge of Education Code laws and California Labor Codes laws pertaining to apprenticeship
- Experience with Federal program monitoring, independent program audits and applications for federal approval for state registered apprenticeships
- Strong analytical, team-building, conflict resolution, and organizational skills

Days/Hours: Monday - Friday 6:30AM – 3:00PM (40 hours per week)

Application procedures for each position applied for: Qualified candidates must submit a letter or interest, (include employee number if an LAUSD employee), a copy of your valid teaching credential, a current resume which outlines qualifications for the position, and three references, one of which must be from a current supervisor.

Reference posting 141 AFOC Apprenticeship in your letter of interest.

You are advised that meeting the stated minimum requirements does not ensure an invitation to an interview. Selected candidates will be required to provide proof of completion of LAUSD Child Abuse Awareness Training.

Mail or hand deliver (do not fax or email) materials to:

Rosario Galvan, Administrator

DACE/18th Floor

333 S. Beaudry Ave

Los Angeles, CA 90017

Must be RECEIVED by: March 24, 2017 by 4:00 p.m.