

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**ADULT TEACHER CLASSES**

**A. Job Purpose**

Provides instruction and guidance in classes for adults and concurrently enrolled students.

**B. Responsible to**

Principal

**C. Functions**

Essential Functions

1. Teaches classes for adults and concurrently enrolled students in assigned subjects for which appropriately credentialed, according to approved courses of study and at a rate and level commensurate with established expected student progress.
2. Maintains a learning environment designed to stimulate interest and attendance in an adult education program and cooperates with the school administration and staff in providing such an environment in buildings and on the grounds; provides assessment of each student's progress.
3. Teachers of occupational subjects also offer advisory service for job placement, participates in Trade Advisory Meetings, and documents student outcomes.
4. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

**D. Distinguishing Characteristics**

Adult Teacher, Hourly Rate (0801) – includes teachers of a wide variety of classes for adults. The class is compensated on the Hourly Rate Table. A full-time assignment is 120 hours per pay period, but assignments vary from less than full-time to a full-time assignment plus a multiple assignment not to exceed 40 additional hours per pay period.

Adult Teacher, Public or Private Contract (0838) – Teaches mainly basic education and/or occupational classes for adults in designated specially funded programs which are conducted under contract with public or private agencies. The class is compensated on the Hourly Rate Table. A full-time assignment is 120 hours per pay period. Tenure is not earned except as provided in Education Code Section 44909.

Adult Teacher, Temporary Classes (0810) – teaches temporary classes for adults that are limited to not more than 16 weeks in a semester and may not span two semesters; is compensated on a flat rate equivalent to Step One of the Hourly Rate Table. A full-time assignment is 120 per pay period. Tenure is not earned except as provided in Education Code Section 44919.

Adult Teacher, Staff Development (0807) – conducts staff development courses primarily for the District’s certificated employees and is compensated on a flat hourly rate equivalent to step one of the Hourly Rate Table. Assignments are limited to 47 hours per pay period.

## **E. Qualifications**

### Education and Experience

#### Required

1. Teachers of non-academic subjects must have a minimum equivalent to five years of experience and/or education commensurate with the requirements for the California Designated Subjects Teaching Credential.
2. Teachers of adult education academic classes and elementary and secondary basic skills classes must hold an earned bachelor’s degree or degree of at least equivalent standard from an accredited college or university including a minimum of 20 semester units or 10 upper division units of course work related to the subject taught.

*Note: One year paid adult hourly-rate teaching service is 400 hours. For definitions of years of service, refer to Policy Guide E23.*

### Knowledge, Skills, Abilities, and Personal Characteristics

1. Facility in oral and written communication.
2. Ability to properly use and to care for the materials, supplies, and equipment employed in teaching.
3. Occupational teachers must be proficient in one or more related journeyman level or comparable occupations, and must command a knowledge of job-finding techniques, including completion of work applications, test-taking, grooming, and interviewing.
4. Understanding of the physical, intellectual, social, and emotional characteristics of adult students.
5. Appropriate appearance and cleanliness.
6. Appropriate manner including poise, tact, good judgment, and commitment to the education of adult students; capacity to work effectively with students, staff members, and community representatives in providing a suitable educational program.

### Health

Physical and mental fitness to engage in service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

### Credentials

A California credential authorizing service in the area and at the level of this class description must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

*NOTE: This is an Adult Hourly Rate (THR) Table class.*

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SJ