LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION

West Valley Occupational Center

6200 Winnetka Avenue
Woodland Hills, CA 91367

Position Offered: English as a Second Language (ESL) Pathway Advisor – West Valley OC

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

Job Description: The ESL Pathways Advisor supports all aspects of the ESL and Citizenship program by supporting both integrated language skills courses and contextualized ESL, Integrated Education and Training (IET-formerly known as VESL), and Citizenship courses leading to successful student advancement along college and career pathways; assisting administrators with assessment, orientation, classroom resources, recordkeeping, and data review; communicating and collaborating with other instructional programs and local/regional partners (K-12, Community College, etc.). The advisor reports to the Principal (or designee) and works closely with administrators and teachers as an instructional leader within a professional learning community. Additionally, the advisor assists in implementation of the Consortium Regional Plan and supports program performance under the Workforce Innovation and Opportunity Act (WIOA).

Duties:

- Provides comprehensive student support: initial assessment administration and interpretation, class placement and registration, program orientation, Individualized Student Plan development and maintenance, and ongoing systematic support for students, including promotion of school community events and student council.
- Assumes a leadership role in the school's data-driven professional learning community: facilitates regular department meetings to build instructional capacity and foster collaboration, delivers and promotes relevant professional development (standards-based learning, contextualized and differentiated instruction, academic and career pathways, assessment, etc.), visits classrooms, coaches and supports teachers who request assistance, and mentors new and substitute teachers.
- Supports English learning programs within the school as well as to community stakeholders and partner organizations: delivers college and career pathway presentations to students, faculty, and other stakeholders and communicates and collaborates with local community college ESL program advisors to support seamless transitions and accelerated student progress.
- Attends all Division sponsored in-services and all applicable meetings.
- Performs other related duties as assigned.

Minimum Qualifications:

- California Credential authorizing assignment to teach adults
- Three years of ESL teaching experience
- Ability to travel to multiple locations on a given day

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:

- Teachers of English to Speakers of Other Languages (TESOL) certificate or Masters of Arts degree
- Experience teaching at least two types or levels of ESL/Citizenship classes
- Knowledge of program completion guidelines and requirements
- Knowledge of adult learning/language acquisition theory and practice
- Knowledge of college and career pathways
- Familiarity with the state's workforce development system
- Demonstrated ability to analyze data and meet deadlines
- Experience creating and conducting professional development
- Experience building partnerships and collaborating across classes, programs and systems
- Strong written and verbal communication skills
- Knowledge of model standards, course outlines, and competency-based instruction

Days/Hours: (30 hours per week) Monday – Friday 8:15AM – 3:00PM

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 131 WVOC ESL 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:

Matthew Oberlander, Coordinator
DACE/18th Floor
333 S. Beaudry Ave
Los Angeles, CA 90017

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

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