LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION
West Valley Occupational Center
6200 Winnetka Avenue
Woodland Hills, CA 91367

Position Offered: Accelerated College and Career Transition (AC^2T) Program Advisor
Reseda Branch

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

Job Description: The AC^2T Teacher Advisor provides outreach, orientation, assessment, enrollment and guidance to students in the Accelerated College and Career Transition Program, (formerly AEWC) in preparation for a high school diploma and/or high school equivalency certificate, the workforce, and/or higher education. The advisor reports to the Principal or designee.

Duties:

- Oversees the enrollment and instruction of students in compliance with district and state guidelines using a blended learning model incorporating independent study, individualized instruction and technology.
- Evaluates transcripts and develop individualized Student Plans with the students and their parent(s)/guardian(s) to assist students in determining their educational and occupational needs, interests, and abilities.
- Provide continuous monitoring and evaluation of student progress as well as administer District and State assessments including TABE, CASAS, etc.
- Compiles and maintains CTE and occupational information; informs students of employment opportunities and trends; makes referrals to community agencies to help meet individual student needs.
- Generates reports; maintains accurate and complete records that meet required deadlines.
- Ensures maintenance of classroom materials and use of appropriate and current course contracts.
- Communicates, collaborates and cooperates with various district and non-district personnel.
- Manages AC^2T site in collaboration with school administration.
- Ensures student progress.
- Communicates with parent(s)/guardian(s) and students to achieve student success
- Plans and facilitates meetings for program and school-wide information dissemination, discussion and feedback.
- Enforce district safety procedures and conduct regular emergency evacuation exercises.
- Plans and implements community outreach and program marketing activities.
- Assists classroom teachers with lesson plans, recruitment, and student retention.
- Participates in professional/staff development opportunities including DACE-sponsored conferences and workshops.
- Performs other related duties as assigned.

Minimum Qualifications:

- California Credential authorizing assignment to teach adults
- Three years of academic teaching experience

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 as an AC²T advisor or teacher
- Demonstrated ability to meet program enrollment, attendance, and graduation targets
- Knowledge of independent study regulations and guidelines
- Experience administering district, state and national assessments
- Knowledge of Division curriculum and grading procedures
- Ability to build and maintain a learning environment designed to motivate and retain students
- Effective organization, interpersonal, written, and verbal communication skills
- Experience in classroom management/instructional methodology for secondary students and young adults
- Experience in classroom management/instructional methodology for secondary and adult students
- Sensitivity in working with a culturally diverse population of adolescents, at-risk youth, and young adults

Days/Hours: Monday - Friday 8:00AM – 3:00PM (30 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 126 WVOC AC²T 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:

Monica Balbuena, 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.

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