



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

**Position Offered:** Career Technical Education (CTE) Program Advisor – [WVOC](#)

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

**Job Description:** The CTE Teacher Advisor assists in the implementation of CTE and Perkins programs pursuant to Federal, State, and District policies. The Advisor reports to the Principal (or designee) and works with site personnel to ensure compliance with Consortium performance objectives which secure essential federal and state funding.

**Duties:**

- Assists with completion of annual Perkins grant application for Adult Programs to the California Department of Education (CDE)
- Assists administration in monitoring program goals, enrollment objectives, and program growth, and collection of student data
- Provides technical assistance to full time and part time school based staff responsible for the implementation of Adult CTE and Perkins programs
- Assists with the preparation, collection, analysis and submission of core indicator data to the CDE in accordance with federal and state requirements
- Coordinates and conducts staff development to promote teacher professional growth
- Conducts school orientations
- Conducts basic skills assessments in collaboration with counseling staff
- Collaborates with CTE Pathway Advisor
- Collects data from CTE instructors to complete required Federal and State Reports
- Maintains a school-wide accounting of inventory for audit purposes
- Monitors WorkSource Centers and the Employment Development Department (EDD) training contracts
- Evaluates and supports career pathways based on employment trends and sector strategies
- Assists with the coordination of state-mandated Employer Advisory Board meetings
- Serves as liaison with private businesses, public agencies, and organizations
- Other related duties as assigned

**Minimum Qualifications:**

1. California Designated Subjects Credential authorizing assignment to teach adults
2. Three years of CTE teaching experience
3. 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:**

- Knowledge of District and Division policies and procedures
- Experience in planning and presenting professional developments
- Experience with audit process and federal/state requirements
- Strong knowledge of CTE curriculum and course sequencing
- Strong written and verbal communication skills, highly organized and able to meet deadlines
- Demonstrated ability to work independently and take initiative
- Ability to outreach and liaison with community and government agencies

**Days/Hours: (30 hours per week) Monday - Friday 10:30AM – 5:00PM**

**Application procedures for each position applied for:** Qualified candidates must submit a letter of 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 136 WVOC CTE Program 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:**

**Ana Martinez, Specialist**  
DACE/18<sup>th</sup> Floor  
333 S. Beaudry Ave  
Los Angeles, CA 90017

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