LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION
Harbor Occupational Center
740 N. Pacific Avenue
San Pedro, CA 90731

Position Offered: Career Technical Education (CTE) Pathway Advisor – Harbor OC

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

Job Description: The CTE Pathways Advisor provides guidance and support to CTE instructors and students at Division schools. The position entails direct student contact to ensure proper program placement, program completion, opportunities for higher learning and employment. The advisor reports to the Principal (or designee) and works with site personnel to ensure compliance with AEBG LARAEC performance objectives which secure essential federal and state funding.

Duties:

- Assists CTE students with Individualized Student Plan and sets educational goals
- Conducts CTE program orientations for students to review prerequisites and documentation
- Communicates with school counseling staff and WIOA navigators to ensure placement of students in appropriate career pathways
- Secures proper processing of documentation submitted by navigators
- Assists administration with implementation, reviewing and monitoring of Consortium strategies, pilots, and programs
- Works with administrators, teachers, students, parents, and the community to increase awareness of adult education programs
- Attends meetings and maintains partnerships with various community, public, and private organizations
- Assists administration in implementing Consortium CTE pathway plans, self-assessment and work plan
- Establishes and maintains the pathway Industry Advisory Board and conducts employer outreach by networking amongst the local and regional employers
- Assists teachers in creating and disseminating marketing materials for their CTE programs to feeder schools and community
- Conducts research and recommends available industry recognized certifications and licenses for students to obtain as part of their pathway completion process
- Conducts professional development for CTE teachers regarding current labor market data, non-traditional careers, post-secondary training, and employment options for students
- Collects and analyzes data pertaining to program completions, certifications, internships, training, college enrollment and employment
- Provides program completion, certification, employment and college enrollment data to CTE Temporary Advisor
- Other related duties as assigned

Minimum Qualifications:

- California Designated Subjects Credential authorizing assignment to teach adults
- Three years of adult CTE 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:

- Knowledge of model standards, course outlines, and competency-based instruction
- Experience in planning, implementing and facilitating professional development to staff
- Strong knowledge of curriculum and instruction
- Demonstrated ability to analyze data and meet deadlines
- Strong written and verbal communication skills

Days/Hours: (30 hours per week)	**Monday – Friday**	**8:00AM – 12:15PM**
	Monday – Thursday	**5:00PM – 7:30PM**

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 056 Harbor CTE Pathway 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/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.