



**Los Angeles Unified School District**  
**Division of Adult and Career Education**  
**Harbor Occupational Center**  
740 North Pacific Avenue, San Pedro, CA 90731  
Phone (310) 241-4800

**Position Offered:** Instructor, English as a Second Language, Multi-level – [Harry Bridges Span School](#)

**Job Description:** Provide direct, interactive instruction to adult students in accordance with the Adult Division Course Outlines and Division Guidelines for ESL Beginning Literacy to Intermediate Low.

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

**Duties:**

- Plan and deliver ESL lessons based on DACE course outlines
- Adapt instruction to address students' goals and different ways of learning
- Administer CASAS pre and post-test, El Civics assessments, and ESL promotional testing
- Maintain accurate student records and submit paperwork on time in accordance with Division deadlines
- Other related duties as assigned in accordance with the District-UTLA Bargaining Agreement

**Preferred Qualifications:**

- Recent experience teaching multi-level ESL to adults
- Familiarity with DACE ESL course outlines, CASAS, and Promotional Tests
- Skilled at establishing clear lesson objectives and making course content accessible to students
- Skillful at class management, including with small group configurations
- Ability to build and maintain a learning environment designed to motivate and retain students
- Strong interest in professional growth including ongoing participation in professional development activities
- Strong computer skills incorporating technology lessons in ESL

**Minimum Requirements:**

- A valid California teaching credential with a designation to teach English as a Second Language  
*(All minimum requirements must be met on or before the filing deadline. It is the applicant's responsibility to ensure that documentation of minimum requirements is on file with the Human Resources Department.)*

**Days/Hours:** Monday – Thursday, 8 – 10:30 AM and Friday 8 – 10 AM (12 hours per week)

**Application Procedures:** To be considered, you must submit the following documents:

1. A letter of interest that includes job title and school site to which you are applying and the following:
  - a. Lesson preparation process
  - b. Assessment of student progress
  - c. Teaching students with different learning modalities
2. A resume with professional preparation (include employee number, if an LAUSD employee).
3. A copy of a valid teaching credential or credential recommendation.
4. Name and contact information of three professional references, one of which must be your current supervisor.

*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:**

**Sonya Ramirez**, Principal  
At the address above

**Must be RECEIVED by: March 23, 2017 at 3:00 p.m.**