LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION

Venice Skills Center

611 5th Avenue
Venice, CA 90291

Position Offered: Program Performance (Formerly WIOA) Teacher Advisor – **Emerson LC**

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

Job Description: The Program Performance Advisor plans and implements the Workforce Innovation and Opportunities Act Grant (WIOA), Title II and Adult Education Block Grant (AEBG) data collection and assessment activities at Division schools. The Advisor reports to the Principal (or designee) and works with site personnel to ensure compliance with state and federal WIOA and AEBG guidelines and to meet division WIOA and AEBG performance objectives which secure state and federal funding.

Duties:

- Plans and monitors all Tracking of Programs and Students (TOPS) Enterprise, Comprehensive Adult Student Assessment System (CASAS), and English Literacy (EL) Civics assessment procedures, and activities including: data collection and processing; testing and generation of reports; and maintenance of records and systems
- Uses TOPS Enterprise reports to plan and present professional development, and provides supplemental instructional materials support to ESL and academic teachers.
- Completes and submits required reports including: payment point totals, data integrity reports, multi-funded time reports, principal certification and quarterly data submissions
- Interprets and analyzes data to monitor school, program, teacher and student performance outcomes; and reports findings and trends to administration
- Orders, receives, distributes, stores, and maintains CASAS assessment materials, TOPS Enterprise tracking forms, EL Civics assessment materials and instructional supplemental materials
- Attends Division professional developments and all applicable Advisors' meetings
- Assists in the WIOA Equipment Inventory
- Performs other related duties as assigned

Minimum Requirements:

- Valid California Teaching Credential with authorization to teach adults.
- Three years of teaching experience
- Ability to travel to multiple sites

All minimum requirements must be met on or before the filing deadline. It is the applicant's responsibility to ensure that appropriate documentation is on file with Human Resources.

Preferred Qualifications:

- Knowledge of District and Division policies and procedures
- Experience administering CASAS and EL Civics assessments
- Experience using TOPS Enterprise to track performance
- Experience in planning and presenting professional development
- Strong written and verbal communication skills, highly organized and able to meet deadlines

Days/Hours: (30 hours per week) **Monday – Friday** **7:30AM – 2:00PM**

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 095 Venice WIOA 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:

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

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