



LOS ANGELES UNIFIED SCHOOL DISTRICT  
DIVISION OF ADULT AND CAREER EDUCATION  
**North Valley Occupational Center**  
11450 N. Sharp Avenue  
Mission Hills, CA 91345

**Position Offered:** High School Equivalency Teacher Advisor – [North Valley OC](#)

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

**Job Description:** The High School Equivalency Test Center Teacher Advisor provides information, outreach, orientation, registration and testing to students, members of the public, and others interested in the High School Equivalency Test, (formerly GED). The Advisor reports directly to the Coordinator of Adult Counseling Services or designee.

**Duties:**

- Conducts screening and registration of eligible test takers in compliance with district and state guidelines.
- Administers computer and paper based testing to eligible test takers in a standardized test environment.
- Prepares, distributes, and collects secured test materials for administration at Division sites.
- Creates general reports and maintains accurate and complete records that meet required deadlines.
- Ensures maintenance of secured test center materials utilizing appropriate test security protocols.
- Communicates, collaborates and cooperates with various district and non-district personnel.
- Schedules test sessions at main test center and designated test sites throughout the District in collaboration with school administration.
- Facilitates and schedules test sessions for test takers with disabilities.
- Prepares test materials for processing and scoring.
- Plans and participates in community outreach activities.
- Participates in professional development.
- Performs other related duties as assigned.

**Minimum Qualifications:**

- California Credential authorizing assignment to teach adults
- Three years of 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 Human Resources.*

**Preferred Qualifications:**

- Recent successful experience as a test administrator or proctor
- Experience in the use of the Adult Student Information System (ASIS)
- Knowledge of test administration protocols

- Experience administering district, state and national standardized assessments
- Knowledge of DACE programs and sites
- Effective organization, interpersonal, written and verbal communication skills
- Experience in classroom management
- Strong record keeping and organizational skills
- Sensitivity in working with a culturally diverse population
- Bilingual - Spanish

**Days/Hours: Monday- Friday 8:00AM – 3:30PM (35 hours per week)**

**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 138 NVOC HSE 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/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.**