



LOS ANGELES UNIFIED SCHOOL DISTRICT  
DIVISION OF ADULT AND CAREER EDUCATION  
**Los Angeles Technology Center**  
3721 W. Washington Blvd.  
Los Angeles, CA 90018

**Position Offered:** Instructional Technology Teacher Advisor (ITTA) – [LATC](#)

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

**Job Description:** The Instructional Technology Teacher Advisor provides instructional technology assistance to adult English as a Second Language (ESL) and academic classrooms in support of the Division's Workforce Innovation and Opportunities Act Technology and Distance Learning Plan. The Advisor reports to the Principal (or designee) and works with site personnel to integrate instructional technology into the classrooms.

**Duties:**

- Assists in the implementation of the Workforce Innovation and Opportunity Act Technology and Distance Learning Plan at the school site which includes the yearly learner and teacher technology surveys
- Plans and presents professional development focusing on enhancement and implementation of innovative technology in the classroom
- Provides one on one support to teachers and students
- Assists with the implementation of online/blended instruction
- Attends all division sponsored in-services and all applicable Advisors' meetings
- Inventories, stores, maintains and tracks instructional technology at the school site
- Monitors key performance indicators (KPI) as they relate to supporting teachers and students in the standardized implementation of innovative technology in the classroom
- Assists administration with using learning management systems
- Provides the principal with regular updates regarding instructional technology KPIs, and instructional technology professional development offerings
- Performs other related duties as assigned

**Minimum Qualifications:**

- California Credential in ESL and/or Academics authorizing assignment to teach adults
- Three years of ESL or academic teaching experience
- Ability to travel to multiple locations on any 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:**

- Experience planning and presenting professional development to enhance and implement innovative technology into the classroom
- Strong knowledge of curriculum and instruction
- Strong written and verbal communication skills, highly organized and able to meet deadlines
- Demonstrated ability to successfully integrate technology to enhance classroom instruction

**Days/Hours: (20 hours per week)      Mon/Wed/Fri 10:30AM – 2:45PM**  
**Tues/Thurs 4:15PM – 8:30PM**

**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 060 LATC ITTA 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/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.**