



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:** Disability Support Services Advisor – [LA Technology Center Harbor OC](#)

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

**Job Description:** The Disability Support Services (DSS) Advisor provides supportive and instructional services to adult students with disabilities. The position entails direct student contact to ensure proper program placement, program completion, opportunities for higher learning and supporting and motivating students towards successful completion of pathway requirements. The Advisor reports to the Principal (or designee) and works with site personnel to ensure compliance with district, state, and federal guidelines, regulations, and laws.

**Duties:**

- Provides comprehensive student support: case management, initial assessment administration and interpretation, Individualized Student Plan development and maintenance, class placement and registration, program orientation, and ongoing systematic support for students
- Communicates and collaborates with school counseling staff and Pathway Advisors
- Provides supplemental instruction to students and staff regarding adaptive equipment, technology, software, and general accommodations
- Verifies eligibility for services through the collection of documentation of disabling conditions and accommodations
- Facilitates services in compliance with district, state and federal guidelines, regulations and laws
- Develops and maintains liaison with community, public, private and government agencies to facilitate educational plans and options for adult students with disabilities
- Maintains accurate, complete records and disability documentation; creates and maintains confidential files for all students served
- Arranges for appropriate accommodations which support equal access and student learning; collaborates with Central Office DSS Advisor with placement of support services staffing such as Sign Language Interpreters and Resource Assistants for Students with Visual Disabilities
- Monitors student progress and provides support and intervention as needed
- Serves as a resource and provides information, consultation, training, and support to students, staff, and schools regarding disabilities, accommodations and instructional strategies and employability skills for students with disabilities
- Trains, schedules, and oversees specialized staff that provides direct support to adult students with disabilities
- Provides transitional support for graduates of High School Special Education programs into career pathways with maximum opportunity for success
- Maintains current knowledge of educational programs including Career and Technical Education, English as a Second Language, High School Diploma and High School Equivalency exam preparation

- Provides Central Office with data documentation as required or needed
- Other related duties as assigned

**Minimum Qualifications:**

- California Credential authorizing assignment to teach K-12 or adults
- Three years of experience providing support services to students with disabilities in an educational setting
- 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 Career and Technical Education and Adult Education programs
- Knowledge of the Adult Education Block Grant
- Knowledge of the Los Angeles Regional Adult Education Consortium
- Knowledge of the College and Career Readiness Standards for Adult Education
- Knowledge of the Workforce Innovation and Opportunity Act
- Experience with working collaboratively with students, staff, the community, and public and private agencies which serve individuals with disabilities
- Excellent verbal and written communication skills
- Communication skills in American Sign Language or willingness and ability to learn
- Strong computer skills including experience in the use of Welligent, ASIS, and the Microsoft Office Suite
- Excellent interpersonal and team building skills
- Extensive knowledge of district, state, and federal guidelines, regulations and laws
- Flexibility, creative problem solving, and dedication to student achievement

**Days/Hours: (30 hours per week) Mon/Tues/Thurs/Fri 8:00AM – 2:30PM HOC  
Wednesday 8:00AM – 2:30PM LATC**

**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 097 HOC/LATC DSS 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:**

**Dora Pimentel, Administrator**  
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.**