LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION

East Los Angeles Skills Center

3921 Selig Place
Los Angeles, CA 90031

Position Offered: Academic Pathway Advisor – East Los Angeles Skills Center

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

Job Description: The Academic Pathways Advisor provides academic program support by motivating cohorts of students toward successful completion of college and career pathway requirements; collaborating with the Assistant Principal, Adult Counseling Services (APACS), with assessment, orientation, recordkeeping, and data review; communicating and working with other Division programs and local/regional partners (K-12, Community College, etc.); and collaborating with administrators and teachers as an instructional leader within a professional learning community. Additionally, the advisor assists in the implementation of the Adult Education Block Grant (AEBG) regional plan and supports program performance under the Workforce Innovation and Opportunity Act (WIOA). The Advisor reports directly to the Principal or designee.

Duties:

- Provide comprehensive student support: initial assessment administration and interpretation (TABE, CASAS, Pre-HSE, and student writing samples), program orientation, Individualized Student Plan development and maintenance, and ongoing systematic support for designated cohorts of students.
- Assume a leadership role in the school's data-driven professional learning community: facilitate regular department meetings to build instructional capacity and foster collaboration, deliver relevant PD (standards-based learning, contextualized and differentiated instruction, academic and career pathways, assessment, community college system, etc.), support teachers who request assistance, and mentor new and substitute teachers.
- Advocate for academic programs within the school as well as to community stakeholders and partner organizations: deliver college and career pathway presentations to students, faculty, and other stakeholders and communicate and collaborate with local K-12/community college counselors and YouthSource/WorkSource case managers to support seamless transitions and accelerated student progress.
- Attend all Division sponsored in-services and all applicable meetings.
- Perform other related duties as assigned.

Minimum Qualifications:

- California Credential authorizing assignment to teach adults
- Three years of adult academic (ABE and/or ASE) 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 the Human Resources.

Preferred Qualifications:

- Knowledge of model standards, course outlines, and competency-based instruction
- Knowledge of college and career pathways
- Familiarity with the state's workforce development system
- Demonstrated ability to analyze data and meet deadlines
- Experience creating and conducting professional development
- Experience building partnerships and collaborating across programs and systems
- Strong written and verbal communication skills

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

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 032 ELASC Academic 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:

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

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

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.