

CITY OF LOS ANGELES
COMMUNITY DEVELOPMENT DEPARTMENT (CDD)
COMMUNITY ADMINISTRATIVE SUPPORT WORKER III (CASW)
PART-TIME EMPLOYMENT OPPORTUNITIES

The Community Development Department (CDD) of the City of Los Angeles has four opportunities for the position of Community Administrative Support Worker III (Teacher) in City FamilySource Centers located in various locations throughout the City of Los Angeles.

CASW III (TEACHER) LOCATED CITYWIDE
\$16.25 per hour

The CASW III (Teacher) will assist in the implementation of American Recovery and Reinvestment Act (ARRA) funded FamilySource programs provided in City FamilySource Centers. Duties to include but are not limited to:

- Provide educational instruction in assigned subject/topic areas to include reading, writing, mathematics, ESL, GED, social studies, science, literature, the arts, computer skills and other topics as assigned
- Conduct student assessment and testing, and educational/vocational goal setting
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process
- Assist in assessing changing curricular needs and offer plans for improvement
- Maintain effective and efficient record keeping procedures
- Ensure that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
- Collaborate with peers to enhance the instructional environment
- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating
- Attend all directed meetings, seminars, workshops, staff development trainings, etc.
- Respond to program inquiries from the public
- Will occasionally be assigned to duties for training purposes or to meet changes or emergencies
- Perform other duties and responsibilities as assigned by supervisor

Minimum requirements:

- Must have a minimum of one year of experience as a teacher of general subjects, ESL, GED and/or other adult education classes
- Must have experience working with families with diverse cultural and economic background
- Possess strong oral and written communication skills
- Operational knowledge of the Internet and web-related technologies; Microsoft Excel, Microsoft Word; Windows Operating System
- Valid California Driver's license and proof of valid auto insurance
- Willingness to travel and provide instruction at various sites throughout the City of Los Angeles
- Bi-lingual Spanish preferred

Application Process: Submit a CASW application to the CDD, Human Resources Division, 1200 W. 7th Street, 4th Floor, Los Angeles, CA 90017. CASW Applications may be obtained online at www.lacity.org/CDD/man_hr.html or at one of the FamilySource Centers. If you have any questions, you may contact Maria Chavez at (213) 744-9700.

Filing Deadline: 5:00 p.m. on Thursday July 2, 2009 or until sufficient applications are received.

Selection Process: The selection process shall consist of the following evaluation: Each candidate's personal and professional qualifications, as delineated in his or her application, will be reviewed for qualifications relative to those of the other candidates. Those candidates who present qualifications that most closely match those necessary for the position may be invited to interview and/or to participate in the written exercises.