

# ABE/ASE Instructional Staff Professional Pathway

## *Requirements/Assignments/Potential Responsibilities Checklist*

Movement from one level to the next (i.e. Standards Proficient Instructor to Specialist) is contingent on meeting minimum requirements in the previous level. Therefore, all potential responsibilities and tasks accumulate as one navigates the pathway. To begin the pathway, an instructor must meet all the following criteria under Preferred Instructor.

Requirements and Assignments	Potential Responsibilities and Tasks
<p><b><u>Language Arts (LA) or Math Standards Proficient Instructor</u></b></p> <ul style="list-style-type: none"> <li>❑ Successful completion of application process for Standards Proficient Instructor</li> <li>❑ Has at least one year of teaching experience in ABE/ASE</li> <li>❑ Successful completion and application of the following content specific professional development in either LA or Math:               <ul style="list-style-type: none"> <li>▪ Standards Foundations course (<i>5 PD hrs - online</i>)</li> <li>▪ CCR Innovation – Creating Standards-Aligned Lessons &amp; Conducting a Lesson Study (<i>8 PD hrs – mix of face-to-face sessions, webinars, and independent work</i>)</li> <li>▪ CCR Innovation – Focusing on Assignments &amp; Student Work (<i>7 PD hrs - mix of face-to-face sessions, webinars, and independent work</i>)</li> </ul> </li> </ul>	<p><b><u>Language Arts (LA) or Math Standards Proficient Instructor</u></b></p> <p><b>Preparation</b></p> <ul style="list-style-type: none"> <li>✓ Develops the course syllabus</li> <li>✓ Creates lesson plans that meet curricular requirements</li> </ul> <p><b>Instruction/Classroom Management</b></p> <ul style="list-style-type: none"> <li>✓ Uses appropriate standards and methodologies for content area of instruction</li> <li>✓ Utilizes various instructional methods to meet needs of all learners</li> <li>✓ Creates a classroom environment conducive to learning and appropriate to the maturity and interest of the students</li> </ul> <p><b>Evaluation of Student Progress</b></p> <ul style="list-style-type: none"> <li>✓ Monitors and documents student progress through varied formal and informal assessments and provide follow up and/or referral</li> </ul> <p><b>Technology</b></p> <ul style="list-style-type: none"> <li>✓ Incorporates technology skills into instruction</li> </ul> <p><b>Recordkeeping</b></p> <ul style="list-style-type: none"> <li>✓ In accordance with local program policies, maintains accurate, current, and complete records for each student</li> <li>✓ Provides clear instructions, lesson plans, and materials for substitutes</li> </ul> <p><b>Supporting Students</b></p> <ul style="list-style-type: none"> <li>✓ Assists in counseling and guidance with emphasis on maximum progress of participants and successful transition to the next level</li> </ul> <p><b>Teacher Collaboration</b></p> <ul style="list-style-type: none"> <li>✓ Works collaboratively with other ESL/ABE/ASE instructors</li> <li>✓ Coordinates program activities with staff to maximize instructional effectiveness</li> </ul>

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<p><b><u>Language Arts (LA) or Math Specialist</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Has at least one year of adult education teaching experience in content area</li> <li><input type="checkbox"/> Has presented at content-area conferences, workshops, or other appropriate trainings</li> <li><input type="checkbox"/> Demonstrated knowledge of ABE/ASE assessment practices</li> <li><input type="checkbox"/> Verified subject matter competency through one of the following criteria: <ul style="list-style-type: none"> <li>▪ Demonstration of competency in teaching relevant subject matter (See application for details)</li> <li>▪ Degree in relevant content area</li> <li>▪ Recognized state teacher certification in relevant content area</li> </ul> </li> <li><input type="checkbox"/> Successful completion and application of the following professional development initiatives in either LA or Math: <ul style="list-style-type: none"> <li>▪ CCR Innovation – Analyzing Alignment of Resources (3 PD hrs – webinar and independent work)</li> <li>▪ CCR Innovation – Revising a Resource to Improve Alignment to the Illinois ABE/ASE Content Standards (4 PD hrs – mix of face-to-face session and independent work)</li> <li>▪ CCR Innovation – Observing the Illinois ABE/ASE Content Standards-in-Action (7 PD hrs – mix of facilitated group sessions and independent work)</li> </ul> </li> </ul>	<p><b><u>Language Arts (LA) or Math Specialist</u></b></p> <p><b>Curriculum Work</b></p> <ul style="list-style-type: none"> <li>✓ Assists in curriculum development</li> <li>✓ Evaluates, aligns and recommends appropriate content-related instructional materials</li> <li>✓ Develops appropriate content-related instructional materials</li> </ul> <p><b>Supporting Instruction</b></p> <ul style="list-style-type: none"> <li>✓ Mentors new(er) teachers to analyze the alignment of resources and revise a resource to improve alignment</li> <li>✓ Assists other content instructors, as appropriate</li> <li>✓ Participates in peer mentoring or peer coaching activities</li> <li>✓ Provides observation and feedback on integration of standards-based instruction</li> </ul> <p><b>Programmatic Development &amp; Support</b></p> <ul style="list-style-type: none"> <li>✓ Participates on content-area specific committees, teams, working groups, study groups, etc.</li> <li>✓ Supports instructional staff through mentoring, observations and/or standards-based training</li> <li>✓ Serves in advisory capacity to ICCB as requested</li> </ul>