

# ESL 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 following criteria under Preferred Instructor.

Requirements and Assignments	Potential Responsibilities and Tasks
<p><b><u>ESL Standards Proficient Instructor</u></b></p> <ul style="list-style-type: none"> <li>❑ Successful completion and application of ESL Standards Proficient Instructor Training, which includes the following:               <ul style="list-style-type: none"> <li>• ESL Standards Foundations Course</li> <li>• CCR Innovation – Creating ESL Standards-Aligned Lessons &amp; Conducting an ESL Lesson Study</li> <li>• CCR Innovation – Focusing on ESL Assignments and Student Work</li> </ul> </li> </ul>	<p><b><u>ESL Standards Proficient Instructor</u></b></p> <p><b><u>Preparation</u></b></p> <ul style="list-style-type: none"> <li>✓ Develops the course syllabus</li> <li>✓ Creates lesson plans that meet curricular requirements for assigned classes</li> </ul> <p><b><u>Instruction/Classroom Management</u></b></p> <ul style="list-style-type: none"> <li>✓ Uses appropriate standards and methodologies for ESL instruction</li> <li>✓ Utilizes various instructional methods to meet the needs of all learners; e.g., culturally sensitive approaches that acknowledge and support diverse language and cultural backgrounds, Special Learning Needs (SLN) for English as a Second Language (ESL) approaches for students with various learning styles, EBRI for reading instruction at appropriate ESL levels, and Bridge/transitions approaches at appropriate ESL levels.</li> <li>✓ Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students</li> </ul> <p><b><u>Evaluation of Student Progress</u></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 as needed</li> </ul> <p><b><u>Technology</u></b></p> <ul style="list-style-type: none"> <li>✓ Incorporates technology skills into instruction to assist students in becoming proficient technology users</li> </ul> <p><b><u>Recordkeeping</u></b></p> <ul style="list-style-type: none"> <li>✓ In accordance with local program policies, maintains accurate, current, and complete records for each student (e.g., attendance, pre and post testing, NRS outcomes, primary/secondary goals, separation, achievement data)</li> <li>✓ Provides clear instructions, lesson plans and materials for substitutes</li> </ul>

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	<p><b><u>Supporting Students</u></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 with the goal of entering post-secondary education or the workplace</li></ul> <p><b><u>Teacher Collaboration</u></b></p> <ul style="list-style-type: none"><li>✓ Works collaboratively with other ESL and ABE/ASE instructors</li><li>✓ Coordinates program activities with other staff to maximize instructional effectiveness</li></ul>
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<p><b><u>ESL Specialist</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least 2 years of adult education ESL teaching experience</li> <li><input type="checkbox"/> Presented at ESL-related conferences, workshops or other appropriate trainings</li> <li><input type="checkbox"/> Demonstrated knowledge of ESL assessment practices</li> <li><input type="checkbox"/> Membership and active involvement in ESL-related professional association(s)</li> <li><input type="checkbox"/> Successful completion and application of the following:               <ul style="list-style-type: none"> <li>▪ CCR Innovation – Analyzing Alignment of ESL Resources</li> <li>▪ CCR Innovation – Revising an ESL Resource to Improve Alignment to the Illinois ESL Content Standards</li> <li>▪ CCR Innovation – Observing the Illinois ESL Content Standards-in-Action</li> </ul> </li> </ul> <p><u>At least one</u> of the following criteria must be met:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstration of competency in teaching adult ESL</li> <li><input type="checkbox"/> M.A. in TESOL or related area</li> <li><input type="checkbox"/> ESL endorsement to K-12 teacher license</li> </ul>	<p><b><u>ESL Specialist</u></b></p> <p><b><u>Curriculum Work</u></b></p> <ul style="list-style-type: none"> <li>✓ Assists in ESL curriculum development</li> <li>✓ Evaluates, aligns and recommends appropriate ESL-related instructional materials</li> <li>✓ Develops appropriate ESL instructional materials</li> </ul> <p><b><u>Supporting Instruction</u></b></p> <ul style="list-style-type: none"> <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><u>Programmatic Development &amp; Support</u></b></p> <ul style="list-style-type: none"> <li>✓ Participates on ESL specific committees, teams, working groups, study groups, etc.</li> <li>✓ Supports ESL instructional staff through mentoring, observations and/or standards-based training</li> <li>✓ Serves in advisory capacity to ICCB as requested</li> </ul>

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<p><b><u>ESL Master Teacher</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least 3 years of adult education ESL teaching experience</li> <li><input type="checkbox"/> Data documented increased ESL student outcomes</li> <li><input type="checkbox"/> Standards-based ESL lesson planning expertise</li> <li><input type="checkbox"/> Ability to model and articulate effective ESL teaching practices</li> <li><input type="checkbox"/> Ability to provide instructional leadership activities</li> </ul>	<p><b><u>ESL Master Teacher</u></b></p> <p><b><u>Curriculum Work</u></b></p> <ul style="list-style-type: none"> <li>✓ Leads or participates in ESL curriculum development</li> </ul> <p><b><u>Supporting Instructors</u></b></p> <ul style="list-style-type: none"> <li>✓ Consults teacher to teacher, as appropriate</li> <li>✓ Helps ESL instructors select, adapt and customize instructional resources</li> <li>✓ Supports ESL Content Specialist(s) with mentoring, observations and/or professional development</li> </ul> <p><b><u>Programmatic Development &amp; Support</u></b></p> <ul style="list-style-type: none"> <li>✓ Supports administration in activities to strengthen ESL instructional program</li> <li>✓ Assists in program evaluation activities</li> <li>✓ Contributes to designing professional development plan for ESL instruction</li> <li>✓ Assists in identification and establishment of appropriate professional growth opportunities for ESL staff</li> </ul>