

AEL Transitions Instructional Staff Professional Pathway Requirements/Responsibilities/Potential Assignments Checklist

Requirements of Transitions Instructional Staff Professional Pathway	Responsibilities/Potential Assignments of Transitions Professional
<p data-bbox="191 326 495 358"><u>Transitions Specialist:</u></p> <ul data-bbox="247 396 1066 1146" style="list-style-type: none"><li data-bbox="247 396 1066 477">☐ Transitioning: Starting with the Future in Mind (completed in New Teacher Orientation)<li data-bbox="247 482 1066 563">☐ Integrating Career Awareness into the Adult Education Classroom<li data-bbox="247 568 1066 609">☐ Career Ready Practices<li data-bbox="247 613 1066 654">☐ Interviewing Techniques<li data-bbox="247 659 1066 699">☐ Resume Writing<li data-bbox="247 704 1066 745">☐ Goal Setting<li data-bbox="247 750 1066 790">☐ Multiple Intelligences<li data-bbox="247 795 1066 836">☐ Self-Advocacy<li data-bbox="247 841 1066 881">☐ Job Applications<li data-bbox="247 886 1066 967">☐ OCTAE Employability Skills Framework Overview (Parts 1 & 2)<li data-bbox="247 972 1066 1013">☐ Developing Career/Transitions Plans<li data-bbox="247 1018 1066 1058">☐ Communication<li data-bbox="247 1063 1066 1104">☐ Presenting an Effective Training Presentation<li data-bbox="247 1109 1066 1146">☐ Transitions Blog: Follow and Post	<p data-bbox="1073 326 1377 358"><u>Transitions Specialist:</u></p> <ul data-bbox="1136 396 1953 1182" style="list-style-type: none"><li data-bbox="1136 396 1953 563">✓ 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 data-bbox="1136 568 1953 654">✓ Utilize various instructional methods to meet the needs of ALL learners, i.e. EBRI/Reading, Special Learning Needs,<li data-bbox="1136 659 1953 790">✓ Create a classroom environment that is conducive to learning and appropriate for the maturity and interest of the students<li data-bbox="1136 795 1953 881">✓ Work collaboratively with other ELA/ABE/ASE instructors to integrate transitions components into lessons<li data-bbox="1136 886 1953 967">✓ Assists in curriculum development to integrate transitions/Career Pathways<li data-bbox="1136 972 1953 1058">✓ Evaluates, aligns and recommends instructional materials appropriate for contextualization and transitioning<li data-bbox="1136 1063 1953 1146">✓ Develops appropriate instructional materials to meet transitioning needs of students in the program<li data-bbox="1136 1151 1953 1182">✓ Mentors new(er) teachers

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Bridge Master:

- Bridge Basics
 - Intro to Bridge Programming
 - Establishing Partnerships and Collaboration
 - Bridge Contextualized Instruction
 - Bridge Career Awareness/Development
 - Bridge Transitioning
- Advanced Integrated and Contextualized Instruction
- Incorporating Contextualized Math into Your Classroom
- Job Shadowing & Internships
- How to Keep Your Job
- Workplace Systems & Culture
- Contribute a minimum of once a month to [Transitions Blog](#) by sharing a valuable resource or website to assist others in the field
- Present research topic including findings, successes, challenges, and lessons learned both at the IACEA, the Voice of Adult Education state conference and in an online learning workshop sponsored by SIPDC

ICAPS Master:

- Illinois Team Teaching Continuum
- Advanced Integrated and Contextualized Instruction
- Integrated Learning Outcomes for Team Teachers
- Team Teaching Videos
 - [Team Teaching Promo](#)

Bridge Master:

- ✓ Assists in curriculum development for Bridge programming
- ✓ Develops appropriate content-related instructional materials contextualized to Career Pathways
- ✓ Support administration in activities to strengthen instructional program and identification and creation of appropriate professional growth for staff, i.e. workshops, creation of materials, team member for instructional planning
- ✓ Assist in program evaluation activities, i.e. observing other teachers with effective feedback
- ✓ Promotes program on Transitions Blog
- ✓ Serve as a resource to the community and to the adult education field providing advice, presenting at conferences, meetings, etc.
- ✓ All responsibilities/assignments from Transitions Specialist category

ICAPS Master:

- ✓ Assists in curriculum development with team teacher for ICAPS programming
- ✓ Develops appropriate content-related instructional materials for ICAPS Support Class

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<ul style="list-style-type: none">○ Team Teaching Overview○ What Makes a Great Teacher□ Tips for Successful Development and Delivery of an ICAPS Support Course□ Team Teaching Menu of Resources□ Job Shadowing and Internships□ How to Keep Your Job□ Workplace Systems & Culture□ Contribute a minimum of once a month to Transitions Blog by sharing a valuable resource or website to assist others in the field□ Present research topic including findings, successes, challenges, and lessons learned both at the IACEA, the Voice of Adult Education state conference and in an online learning workshop sponsored by SIPDC	<ul style="list-style-type: none">✓ Support administration in activities to strengthen instructional program and identification and creation of appropriate professional growth for staff, i.e. workshops, creation of materials, team member for instructional planning✓ Assist in program evaluation activities, i.e. observing other teachers with effective feedback✓ Serves on ICAPS related committees, teams, working groups, etc.✓ Serve as a resource to the community and to the adult education field providing advice, presenting at conferences, meetings, etc.✓ All responsibilities/assignments from Transitions Specialist category
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