

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="201 329 491 358"><u>Transitions Specialist:</u></p> <ul data-bbox="254 399 1056 1190" style="list-style-type: none"><li data-bbox="254 399 1056 475">☐ Transitioning: Starting with the Future in Mind (completed in New Teacher Orientation)<li data-bbox="254 488 1056 565">☐ Integrating Career Awareness into the Adult Education Classroom<li data-bbox="254 578 1056 607">☐ Career Ready Practices<li data-bbox="254 620 1056 696">☐ Teaching Interviewing Skills in the Adult Education Classroom<li data-bbox="254 709 1056 738">☐ Resume Essentials<li data-bbox="254 751 1056 781">☐ Goal Setting<li data-bbox="254 794 1056 823">☐ Multiple Intelligences<li data-bbox="254 836 1056 865">☐ Self-Advocacy<li data-bbox="254 878 1056 954">☐ Teaching Job Application Completion Skills in the Adult Education Classroom<li data-bbox="254 967 1056 997">☐ OCTAE Employability Skills Framework Overview<li data-bbox="254 1010 1056 1039">☐ Career/Transitions Plans: Planning for Success<li data-bbox="254 1052 1056 1081">☐ Communication: The Essential Skill<li data-bbox="254 1094 1056 1123">☐ Presenting an Effective Training Presentation<li data-bbox="254 1136 1056 1190">☐ Transitions Blog: Follow and Post	<p data-bbox="1089 329 1379 358"><u>Transitions Specialist:</u></p> <ul data-bbox="1142 399 1934 1190" style="list-style-type: none"><li data-bbox="1142 399 1934 565">✓ 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="1142 578 1934 654">✓ Utilize various instructional methods to meet the needs of ALL learners, i.e. EBRI/Reading, Special Learning Needs,<li data-bbox="1142 667 1934 786">✓ Create a classroom environment that is conducive to learning and appropriate for the maturity and interest of the students<li data-bbox="1142 799 1934 875">✓ Work collaboratively with other ELA/ABE/ASE instructors to integrate transitions components into lessons<li data-bbox="1142 888 1934 964">✓ Assists in curriculum development to integrate transitions/Career Pathways<li data-bbox="1142 977 1934 1053">✓ Evaluates, aligns and recommends instructional materials appropriate for contextualization and transitioning<li data-bbox="1142 1066 1934 1143">✓ Develops appropriate instructional materials to meet transitioning needs of students in the program<li data-bbox="1142 1156 1934 1190">✓ 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

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"><input type="checkbox"/> Team Teaching Videos<ul style="list-style-type: none">○ Team Teaching Promo○ Team Teaching Overview○ What Makes a Great Teacher<input type="checkbox"/> Tips for Successful Development and Delivery of an ICAPS Support Course<input type="checkbox"/> Team Teaching Menu of Resources<input type="checkbox"/> Job Shadowing and Internships<input type="checkbox"/> How to Keep Your Job<input type="checkbox"/> Workplace Systems & Culture<input type="checkbox"/> Contribute a minimum of once a month to Transitions Blog by sharing a valuable resource or website to assist others in the field<input type="checkbox"/> 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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