

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="201 329 493 358"><u>Transitions Specialist:</u></p> <p data-bbox="201 399 1018 521"><u>All courses below are online and can be found on iLearn. Under course categories, click 1. Professional Pathways, 2. Transitions Professional Pathways, 3. Transitions Specialist</u></p> <ul data-bbox="254 561 926 1219" style="list-style-type: none"><input type="checkbox"/> Transitioning: Beginning with the Future in Mind<input type="checkbox"/> Integrating Career Awareness<input type="checkbox"/> Career Ready Practices<input type="checkbox"/> Sign up for Transitions Blog<input type="checkbox"/> Career Development 101:<ul data-bbox="348 786 716 1040" style="list-style-type: none"><input type="checkbox"/> Interviewing Techniques<input type="checkbox"/> Resume Writing<input type="checkbox"/> Goal Setting<input type="checkbox"/> Multiple Intelligences<input type="checkbox"/> Self-Advocacy<input type="checkbox"/> Job Applications<input type="checkbox"/> OCTAE Employability Skills Parts 1 & 2<input type="checkbox"/> Developing Career/Transitions Plans<input type="checkbox"/> Communication<input type="checkbox"/> Presenting an Effective Training Presentation	<p data-bbox="1083 329 1375 358"><u>Transitions Specialist:</u></p> <ul data-bbox="1136 399 1944 1187" style="list-style-type: none">✓ 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✓ Utilize various instructional methods to meet the needs of ALL learners, i.e. EBRI/Reading, Special Learning Needs,✓ Create a classroom environment that is conducive to learning and appropriate for the maturity and interest of the students✓ Work collaboratively with other ELA/ABE/ASE instructors to integrate transitions components into lessons✓ Assists in curriculum development to integrate transitions/Career Pathways✓ Evaluates, aligns and recommends instructional materials appropriate for contextualization and transitioning✓ Develops appropriate instructional materials to meet transitioning needs of students in the program✓ Mentors new(er) teachers

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Bridge Master:

All courses below are online and can be found on iLearn. Under course categories, click 1. Professional Pathways, 2. Transitions Professional Pathways, 3. Bridge Master

- Bridge Basics
- Contextualized Instruction
- Incorporating Contextualized Math into the Classroom
- Job Shadowing
- How to Keep Your Job
- Workplace Systems & Culture
- 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

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

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ICAPS Master:

All courses below are online and can be found on iLearn. Under course categories, click 1. Professional Pathways, 2. Transitions Professional Pathways, 3. ICAPS Master

- Illinois Team Teaching Continuum
- Integrated Outcomes
- Team Teaching Videos
- Team Teaching Archived Webinars
- Team Teaching Menu of Resources
- Tips on How to Run a Successful IET Support Course
- Job Shadowing
- 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:

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