

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="191 329 493 358"><u>Transitions Specialist:</u></p> <ul style="list-style-type: none"><li data-bbox="254 399 926 428">☐ Transitioning: Beginning with the Future in Mind<li data-bbox="254 443 684 472">☐ Integrating Career Awareness<li data-bbox="254 487 596 516">☐ Career Ready Practices<li data-bbox="254 531 653 560">☐ Sign up for Transitions Blog<li data-bbox="254 574 716 878">☐ Career Development 101:<ul style="list-style-type: none"><li data-bbox="348 623 711 652">○ Interviewing Techniques<li data-bbox="348 667 604 696">○ Resume Writing<li data-bbox="348 711 554 740">○ Goal Setting<li data-bbox="348 755 674 784">○ Multiple Intelligences<li data-bbox="348 799 575 828">○ Self-Advocacy<li data-bbox="348 842 606 872">○ Job Applications<li data-bbox="254 889 789 919">☐ OCTAE Employability Skills Parts 1 & 2<li data-bbox="254 933 768 963">☐ Developing Career/Transitions Plans<li data-bbox="254 977 506 1006">☐ Communication<li data-bbox="254 1021 936 1099">☐ Creating and Implementing Effective Professional Development (to be created)	<p data-bbox="1073 329 1375 358"><u>Transitions Specialist:</u></p> <ul style="list-style-type: none"><li data-bbox="1136 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="1136 579 1934 657">✓ Utilize various instructional methods to meet the needs of ALL learners, i.e. EBRI/Reading, Special Learning Needs,<li data-bbox="1136 672 1934 789">✓ Create a classroom environment that is conducive to learning and appropriate for the maturity and interest of the students<li data-bbox="1136 803 1934 881">✓ Work collaboratively with other ELA/ABE/ASE instructors to integrate transitions components into lessons<li data-bbox="1136 896 1797 964">✓ Assists in curriculum development to integrate transitions/Career Pathways<li data-bbox="1136 979 1906 1057">✓ Evaluates, aligns and recommends instructional materials appropriate for contextualization and transitioning<li data-bbox="1136 1071 1854 1140">✓ Develops appropriate instructional materials to meet transitioning needs of students in the program<li data-bbox="1136 1154 1528 1183">✓ Mentors new(er) teachers

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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

ICAPS Master:

- Team Teaching Continuum Webinar
- Integrated Outcomes
- Team Teaching Videos
- Team Teaching Archived Webinars
- Team Teaching Menu of Resources
- Successful ICAPS Programs Answer Your Questions
- Job Shadowing
- How to Keep Your Job

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
- ✓ Support administration in activities to strengthen instructional program and identification and creation of appropriate professional growth for staff, i.e. workshops,

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<ul style="list-style-type: none"><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	<p>creation of materials, team member for instructional planning</p> <ul style="list-style-type: none">✓ 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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