

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="178 324 483 357"><u>Transitions Specialist:</u></p> <ul style="list-style-type: none"><li data-bbox="231 397 913 430"><input type="checkbox"/> Transitioning: Beginning with the Future in Mind<li data-bbox="231 438 672 470"><input type="checkbox"/> Integrating Career Awareness<li data-bbox="231 479 588 511"><input type="checkbox"/> Career Ready Practices<li data-bbox="231 519 640 552"><input type="checkbox"/> Sign up for Transitions Blog<li data-bbox="231 560 703 876"><input type="checkbox"/> Career Development 101:<ul style="list-style-type: none"><li data-bbox="325 617 703 649">○ Interviewing Techniques<li data-bbox="325 657 588 690">○ Resume Writing<li data-bbox="325 698 546 730">○ Goal Setting<li data-bbox="325 738 661 771">○ Multiple Intelligences<li data-bbox="325 779 567 812">○ Self-Advocacy<li data-bbox="325 820 598 852">○ Job Applications<li data-bbox="231 885 777 917"><input type="checkbox"/> OCTAE Employability Skills Parts 1 & 2<li data-bbox="231 925 756 958"><input type="checkbox"/> Developing Career/Transitions Plans<li data-bbox="231 966 493 998"><input type="checkbox"/> Communication<li data-bbox="231 1006 871 1039"><input type="checkbox"/> Presenting an Effective Training Presentation	<p data-bbox="1050 324 1365 357"><u>Transitions Specialist:</u></p> <ul style="list-style-type: none"><li data-bbox="1123 397 1921 560">✓ 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="1123 568 1921 649">✓ Utilize various instructional methods to meet the needs of ALL learners, i.e. EBRI/Reading, Special Learning Needs,<li data-bbox="1123 657 1921 787">✓ Create a classroom environment that is conducive to learning and appropriate for the maturity and interest of the students<li data-bbox="1123 795 1921 876">✓ Work collaboratively with other ELA/ABE/ASE instructors to integrate transitions components into lessons<li data-bbox="1123 885 1785 966">✓ Assists in curriculum development to integrate transitions/Career Pathways<li data-bbox="1123 974 1900 1055">✓ Evaluates, aligns and recommends instructional materials appropriate for contextualization and transitioning<li data-bbox="1123 1063 1837 1144">✓ Develops appropriate instructional materials to meet transitioning needs of students in the program<li data-bbox="1123 1153 1522 1185">✓ 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, creation of materials, team member for instructional

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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>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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