

# Transitions Specialist Professional Pathway



## Assignment Checklist for Transitions Specialist:

\*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

## What are the responsibilities of a Transitions Specialist?

- ☐ Transitioning: Starting with the Future in Mind
- ☐ Integrating Career Awareness into the Adult Ed Classroom
- ☐ Career Ready Practices
- ☐ Career Development 201
- ☐ Career/Transitions Plans: Planning for Success!
- ☐ Communication: The Essential Skill
- ☐ Presenting an Effective Training Presentation
- ☐ Sign up for the Transitions Blog

**\*\*Please make sure to be in touch with us at [sipdctrainer@gmail.com](mailto:sipdctrainer@gmail.com).  
We are happy to answer any questions. We keep track of your progress  
for Pathways trainings too, so let us know how you are doing.**

- ✓ 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
- ✓ Utilizes various instructional methods to meet the needs of ALL learners, i.e. EBRI/Reading, Special Learning Needs,
- ✓ Creates a classroom environment that is conducive to learning and appropriate for the maturity and interest of the students
- ✓ Works 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



# Assignment Checklist for 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

## iLearn courses:

### Bridge Basics:

☐ Introduction to Bridge Programming

☐ Bridge: Contextualized Instruction

☐ Advanced Integrated and Contextualized Instruction

☐ Workplace Systems and Cultures

☐ Job Shadowing & Internships

☐ How to Keep Your Job

### Other requirements:

☐ Present research topic including findings, successes, challenges, and lessons learned both at a state conference such as the Forum for Excellence, Transitions Academy Fall Convening, WIOA Summit or IACEA and in an online learning workshop sponsored by SIPDC.

## What are the responsibilities of a Bridge Master?

- ✓ Assists in curriculum development for Bridge programming
- ✓ Develops appropriate content-related instructional materials contextualized to Career Pathways
- ✓ Supports 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
- ✓ Assists in program evaluation activities, i.e. observing other teachers with effective feedback
- ✓ Promotes program on Transitions Blog
- ✓ Serves 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

# Assignment Checklist for



## 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

### iLearn courses:

- ☐ The Illinois Team Teaching Continuum
- ☐ Integrated Learning Outcomes for Team Teachers
- ☐ Job Shadowing and Internships
- ☐ How to Keep Your Job
- ☐ Workplace Systems & Culture
- ☐ Tips on how to run a Successful IET Support Course
- ☐ ICAPS Support Course Instructor Training

### Other requirements:

- ☐ Team Teaching Videos: Click [HERE](http://www.icapsillinois.com/team-teaching/)
- ☐ Take a look at the Team Teaching Menu of Resources:  
<http://www.icapsillinois.com/team-teaching/>
- ☐ Present research topic including findings, successes, challenges, and lessons learned both at a state conference such as the Forum for Excellence, Transitions Academy Fall Convening, WIOA Summit or IACEA and in an online learning workshop sponsored by SIPDC

## What are the responsibilities of an ICAPS Master?

- ✓ Assists in curriculum development with team teacher for ICAPS programming
- ✓ Develops appropriate content-related instructional materials for ICAPS Support Class
- ✓ Supports 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
- ✓ Assists in program evaluation activities, i.e. observing other teachers with effective feedback
- ✓ Serves on ICAPS related committees, teams, working groups, etc. Serves 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

