

# ELA Instructional Staff Professional Pathway

## *Requirements/Assignments/Potential Responsibilities Checklist*

Movement from one level to the next (i.e., Standards Proficient Instructor to Specialist) is contingent on meeting minimum requirements in the previous level. Therefore, all potential responsibilities and tasks accumulate as one navigates the pathway. To begin the pathway, an instructor must meet all following criteria under Preferred Instructor.

Requirements and Assignments	Potential Responsibilities and Tasks
<p><b><u>Proficient Instructor in ELA Standards</u></b></p> <ul style="list-style-type: none"> <li>▪ Successful completion and application of the training for Proficient Instructor in ELA Standards:               <ul style="list-style-type: none"> <li>○ <i>Introduction to ELA Standards</i> iLEARN course</li> <li>○ 2-part virtual or in-person training on analyzing and developing standards-aligned lessons</li> <li>○ Classroom application activities</li> </ul> </li> </ul>	<p><b><u>Proficient Instructor in ELA Standards</u></b></p> <p><b><u>Preparation</u></b></p> <ul style="list-style-type: none"> <li>✓ Develops the course syllabus</li> <li>✓ Creates lesson plans that meet curricular requirements for assigned classes</li> </ul> <p><b><u>Instruction/Classroom Management</u></b></p> <ul style="list-style-type: none"> <li>✓ Uses appropriate standards and methodologies for ELA instruction</li> <li>✓ Utilizes various instructional methods to meet the needs of all learners; e.g., culturally sensitive approaches that acknowledge and support diverse language and cultural backgrounds, Special Learning Needs (SLN) approaches for students with various learning styles, EBRI for reading instruction at appropriate ELA levels, and Bridge/transitions approaches at appropriate ELA levels.</li> <li>✓ Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students</li> </ul> <p><b><u>Evaluation of Student Progress</u></b></p> <ul style="list-style-type: none"> <li>✓ Monitors and documents student progress through varied formal and informal assessments and provide follow up and/or referral as needed</li> </ul> <p><b><u>Technology</u></b></p> <ul style="list-style-type: none"> <li>✓ Incorporates technology skills into instruction to assist students in becoming proficient technology users</li> </ul> <p><b><u>Recordkeeping</u></b></p> <ul style="list-style-type: none"> <li>✓ In accordance with local program policies, maintains accurate, current, and complete records for each student (e.g., attendance, pre and post testing, NRS outcomes, primary/secondary goals, separation, achievement data)</li> <li>✓ Provides clear instructions, lesson plans and materials for substitutes</li> </ul>

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	<p><b><u>Supporting Students</u></b></p> <ul style="list-style-type: none"><li>✓ 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></ul> <p><b><u>Teacher Collaboration</u></b></p> <ul style="list-style-type: none"><li>✓ Works collaboratively with other ELA and ABE/ASE instructors</li><li>✓ Coordinates program activities with other staff to maximize instructional effectiveness</li></ul>
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<p><b><u>Specialist in ELA Standards</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Successful completion and application of the training for Specialists in ELA Standards:               <ul style="list-style-type: none"> <li>○ Implementing standards-aligned lessons</li> <li>○ Observing the IL Adult Education Content Standards for English Language Acquisition in action</li> </ul> </li> <li><input type="checkbox"/> At least 2 years of adult education ELA teaching experience</li> <li><input type="checkbox"/> Subject-matter competency in ELA</li> <li><input type="checkbox"/> Presented at ELA-related conferences, workshops or other appropriate trainings</li> <li><input type="checkbox"/> Demonstrated knowledge of ELA assessment practices in Illinois adult education</li> </ul>	<p><b><u>Specialist in ELA Standards</u></b></p> <p><b><u>Curriculum Work</u></b></p> <ul style="list-style-type: none"> <li>✓ Assists in ELA curriculum development</li> <li>✓ Evaluates, aligns and recommends appropriate ELA-related instructional materials</li> <li>✓ Develops appropriate ELA instructional materials</li> </ul> <p><b><u>Supporting Instruction</u></b></p> <ul style="list-style-type: none"> <li>✓ Assists other content instructors, as appropriate</li> <li>✓ Participates in peer mentoring or peer coaching activities</li> <li>✓ Provides observation and feedback on integration of standards-based instruction</li> </ul> <p><b><u>Programmatic Development &amp; Support</u></b></p> <ul style="list-style-type: none"> <li>✓ Participates on ELA specific committees, teams, working groups, study groups, etc.</li> <li>✓ Supports ELA instructional staff through mentoring, observations and/or standards-based training</li> <li>✓ Serves in advisory capacity to ICCB as requested</li> </ul>

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<p><b><u>Master Teacher in ELA Standards</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Successful completion of the training for Master Teacher in ELA Standards:               <ul style="list-style-type: none"> <li>○ Standards-based ELA lesson planning expertise</li> <li>○ Ability to model and articulate effective ELA teaching practices</li> <li>○ Ability to provide instructional leadership activities</li> </ul> </li> <li><input type="checkbox"/> At least 3 years of adult education ELA teaching experience</li> </ul>	<p><b><u>Master Teacher in ELA Standards</u></b></p> <p><b><u>Curriculum Work</u></b></p> <ul style="list-style-type: none"> <li>✓ Leads or participates in ELA curriculum development</li> </ul> <p><b><u>Supporting Instructors</u></b></p> <ul style="list-style-type: none"> <li>✓ Consults teacher to teacher, as appropriate</li> <li>✓ Helps ELA instructors select, adapt and customize instructional resources</li> <li>✓ Supports ELA Content Specialists with mentoring, observations and/or professional development</li> </ul> <p><b><u>Programmatic Development &amp; Support</u></b></p> <ul style="list-style-type: none"> <li>✓ Supports administration in activities to strengthen ELA instructional program</li> <li>✓ Assists in program evaluation activities</li> <li>✓ Contributes to designing professional development plan for ELA instruction</li> <li>✓ Assists in identification and establishment of appropriate professional growth opportunities for ELA staff</li> </ul>