

# ESL 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>ESL Standards Proficient Instructor</u></b></p> <ul style="list-style-type: none"> <li>▪ Successful completion and application of the ESL Standards Proficient Instructor (ESPI) Training:               <ul style="list-style-type: none"> <li>○ Introductory online course</li> <li>○ One day in-person training on analyzing and developing standards-aligned lessons</li> <li>○ Classroom application activities</li> </ul> </li> </ul>	<p><b><u>ESL Standards Proficient Instructor</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 ESL 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) for English as a Second Language (ESL) approaches for students with various learning styles, EBRI for reading instruction at appropriate ESL levels, and Bridge/transitions approaches at appropriate ESL 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 ESL 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>ESL Specialist</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Successful completion and application of the ESL Specialist Training:               <ul style="list-style-type: none"> <li>○ Implementing standards-aligned lessons</li> <li>○ Observing the IL ESL Content Standards in action</li> </ul> </li> <li><input type="checkbox"/> At least 2 years of adult education ESL teaching experience</li> <li><input type="checkbox"/> Subject-matter competency in ESL</li> <li><input type="checkbox"/> Presented at ESL-related conferences, workshops or other appropriate trainings</li> <li><input type="checkbox"/> Demonstrated knowledge of ESL assessment practices in Illinois adult education</li> </ul>	<p><b><u>ESL Specialist</u></b></p> <p><b><u>Curriculum Work</u></b></p> <ul style="list-style-type: none"> <li>✓ Assists in ESL curriculum development</li> <li>✓ Evaluates, aligns and recommends appropriate ESL-related instructional materials</li> <li>✓ Develops appropriate ESL 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 ESL specific committees, teams, working groups, study groups, etc.</li> <li>✓ Supports ESL instructional staff through mentoring, observations and/or standards-based training</li> <li>✓ Serves in advisory capacity to ICCB as requested</li> </ul>