



WELCOME!

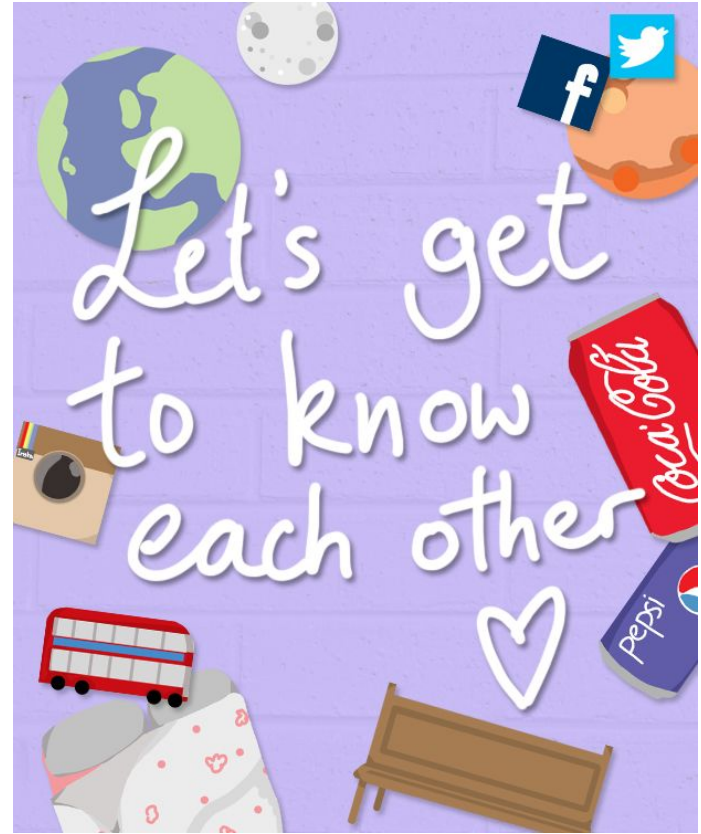
Mentor/Mentee 1st Meeting

All About Me

“Getting to know you” Game

Likes and Dislikes

Summer This and That Questions



Goals

1. Be the first point of contact for policies and procedures questions
2. Partner with new instructors to create individualized goals
3. Build mentor/mentee non-evaluative coaching relationships where confidentiality is respected and instructors feel safe to discuss challenges and engage in reflective problem solving
4. Encourage teacher collaboration and a culture of community to reduce isolation and improve instructor job satisfaction, performance, and retention
5. Provide students with effective, high-quality instruction by offering professional development and resources to expand teachers' toolkits
6. Provide professional development for new-to-Literacy KC teachers on adult language acquisition and instruction
7. Reach 62% MSG



Professional Responsibilities



Certification



Welcome to Educator Certification!

Our mailing address for all documentation and transcripts:

Educator Certification
P.O. Box 480
Jefferson City, MO 65102

The Certification Account Portal allows you to:

- Apply for a certificate
- Print out your certificate
- View a certificate or pending application
- View assessment scores
- Check for the receipt of transcripts
- Check fingerprint/background status

Quick Links

- [Log into your Certification Account Portal](#)
- [Password Help](#)
- [Certification Help Guide](#)
- [Fingerprints/Background Check Information for Educator Certification](#)
- [Update Personal/Education Information Request Form](#)
- [Electronic Transcripts](#)
- [Routes to Certification](#)

Log into the Certification Account Portal

1. Log into with your username and password (**Locked out? Get help here**)
2. Choose the Educator Certification System link (located on the User Applications page.)
3. To establish a username and password, follow the directions of the **Educator Certification Help Guide**
4. If you have a certification account, but have not accessed it for over 5 years, please follow steps #1 and #2 located in the **Educator Certification Help Guide**.

PCW Certification Checklist



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION OFFICE
 OF COLLEGE AND CAREER READINESS-ADULT EDUCATION & LITERACY

PRE-CERTIFICATION WORKSHOP PRE- AND POST-WORKSHOP ACTIVITIES FOR ADULT EDUCATION AND LITERACY (AEL) TEACHERS

TEACHER'S NAME	EDUCATOR ID NUMBER	
PROGRAM	HIRE/START DATE	
INSTRUCTIONS		
Complete this form if you are applying for Adult Education and Literacy (AEL) teacher certification.		
Email the completed form to the Department of Elementary and Secondary Education (DESE) within 30 days of the pre-certification workshop: ael@deese.mo.gov		
QUESTIONS? Contact AEL at 573-751-1249		
PRE-WORKSHOP ACTIVITIES		
PRE-WORKSHOP ACTIVITIES	DATE COMPLETED	APPROVED BY AUTHORIZED STAFF
If administering pre- or post-tests, must complete TABE online training and/or CLAS-E training certification (requirements found at ael.mo.gov under professional development), whichever is applicable		
Mentor assigned		
Sign-in sheets and enrollment procedures explained		
Student confidentiality and record process (Family Educational Rights and Privacy Act and Health Insurance Privacy and Portability Act) reviewed		
Teacher meets with mentor		
Certification requirements explained (professional development hours, documentation, etc.: see "Directors Checklist of new AEL Teachers")		
Teacher observes an AEL class (preferably mentor's class)		
PRE-CERTIFICATION WORKSHOP		
Attend Pre-Certification Workshop (PCW)		
POST-WORKSHOP ACTIVITIES		
Lesson taught, observed and evaluated		
Assessment Policies (including post-testing) reviewed		
Guidance provided on how to best use instructional materials		

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator - Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email: civilrights@deese.mo.gov.



Literacy KC
Changing lives beyond words

Org Chart Employee Handbook Security

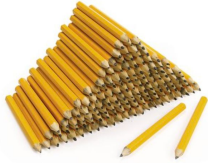
Who do I contact?

• I'm sick!



• Name

• I need supplies.



• Name

• My student's email isn't working



• Name

• Burlington English isn't working

• Name

• How many PD hours do I have?

• Name



Who do I contact?



- I have a post test question.

- Name



- I need a tutor!

- Name



- My student needs glasses.

- Name



- My student is looking for work.

- Name

Mentor/Mentee 2nd Meeting Instructional Process



RECORD KEEPING

[Lesson Plans](#)

[Attendance Sheets](#)

[LEGs \(Learner's Educational Guide\)](#)

[Timesheets](#)

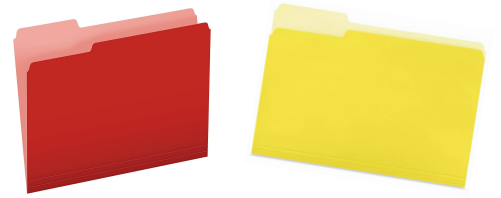


Student Folders

- Please do NOT allow the following information to be stored in these folders
 - Phone Numbers
 - Addresses
 - Usernames and Passwords
 - Worksheets



Goals and Learner's Educational Guide



- Teacher meets with each student at the beginning of the semester to set goals (DESE) and mid and end of semester goals (Literacy KC) to measure progress.
- Hard copy of LEG in student folder
 - Designed to direct instruction and monitor student progress
 - Identifies standard addressed in lesson plan for each class
 - Updated every class session
 - Documents student attendance (must match attendance workbook)

TABE ASSESSMENT & TESTING PROCESS

[TABE CLAS-E Assessment](#)

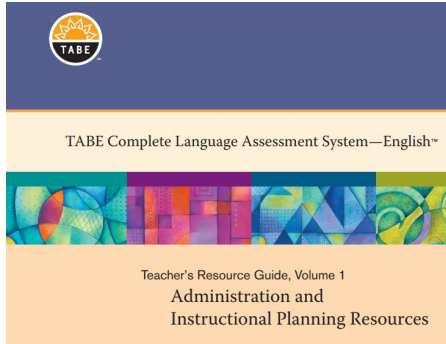
[TABE CLAS-E ESL Standards](#)

[Testing Process](#)



Program Manuals

[TABE Teacher's Resource Guide](#)



[TABE Clas E Survival Guide 2.0](#)

TABE CLAS-E Survival Guide Vol. 2



This guide aligns lessons from various resources to the TABE CLAS-E complete battery.
The lessons are specific to each test question to ensure specific learning objectives are being met.
As you look through each book series, you may find additional lessons that meet specific learning objectives.
Please consider this guide as a living resource and as such, feel free to add to and/or adjust it to meet the needs of your adult learners.

Updated September 2022

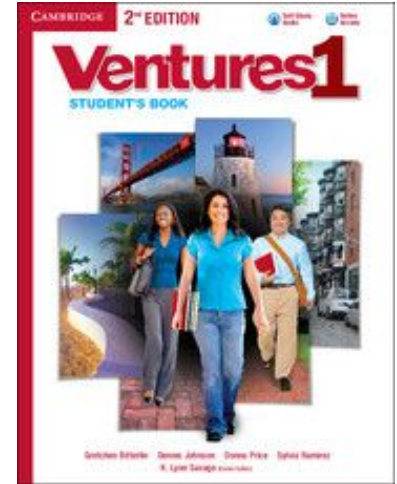
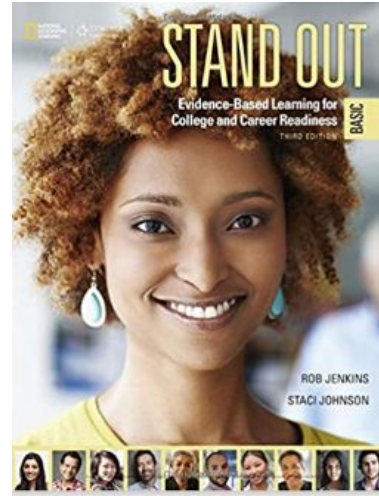
INSTRUCTIONAL MATERIALS

[Literacy KC Curriculum](#)

[ELL Curriculum Resources Guide](#)



BURLINGTON ENGLISH®
THE PUBLISHER THAT CARES



Supplemental (manipulatives)

ESL Library (Ellii)

All Things Grammar

Wordwall

All Things Topics

Games 4 ESL

All Things Listening

Rong Chong

ESL Phonics

Dave's ESL Cafe

English No Problem

ESL Civics

English for Everyone

Teach-This

5 Minute English

K12 Reader

Randall's ESL Cyber Listening Lab

Stickyball

Liveworksheets

Technology Questions?



MENTOR/MENTEE 3RD MEETING

Instructional Process & Classroom Management



MAINTAIN A WELCOMING ENVIRONMENT (Set-up of Room)

- Stay clean and organized.
- Add personal touches.
- Visually celebrate diversity.
- Keep the temperature comfortable.
- Have a welcome sign.
- Use humor.
- Clap for each other, give thumbs up, cheer each other on, use emojis (online).
- Have resources available.
- Create a resource wall.



“Desks that are arranged in small groups or as one large group send the message that ‘we are all in this together’” (Sprengr 7).



Use posters that are colorful, yet have enough ‘white space’ so you don’t overstimulate your students” (Sprengr 7).

BUILD RELATIONSHIPS WITH STUDENTS (Positive Atmosphere)

- Call students before they start class to welcome them to your classroom.
- Greet students by name when they enter the classroom.
- Meet with all students one-on-one when they first join the class to review goals, BE, Google Classroom, test results, Gmail, etc.
- Write down or add notes in Google Keep to remember important things about them.
- Ask students about their weekend plans or what they did over the weekend. Have them share pictures of their weekend activities or special events.
- Figure out the best way to connect with each student (phone call, text, or email).
- Send get well or miss you cards.
- Send birthday Cards/Special Occasions - E-cards (www.greetingsisland.com)
- Check-in regularly with students.



VOLUNTEER TUTORS

- Target Instruction (Individual Tutoring)
- Reading Practice
- Speaking Practice
- Small Group Activities (Multi-level Classes)
- Lifeskills (Filling out forms, job applications, etc.)



INSTRUCTIONAL PROCESS

Lesson Plans

- Awareness of students' educational needs. (Goals, test scores, etc.)
- Learning styles.



INTERPERSONAL RESPONSIBILITIES

Collaboration with Colleagues

- Collaboration Days
- Staff Meetings
- Instructional Days
- Mentor/Mentee Meetings
- PD



Time Management

- Lesson Plans ~ Complete the prior week.
- LEG'S ~ Complete after each class.
- Attendance ~ Complete after each class.
- Goal Sheets ~ Complete the first day of class.
- Review Folder/Tests ~ Complete the first day of class.

