

Adult Education Instructors' Guide

To all Adult Education Instructors and Substitutes

Every Year, ACC's Adult Education department is required to make commitments for which we are held accountable. Several of these commitments are the responsibilities of the instructors. Administration should provide the support necessary in order for teachers to fulfill these responsibilities.

Responsibilities of the instructors:

- Participate in the assessment of students entering the program using standardized assessment, interviews, and informal measures to determine the students' goals and literacy levels.
- Develop individual learning plans for students.
- Document student's progress as they move toward their goals.
- Involve students in planning process.
- Use materials that have relevance to the adult student's lives.
- Maintain effective record keeping and student tracking information.
- Provide a formal evaluation/progress test of each student at least quarterly.
- Work with Case Managers to refer students to college support services or community resources and to help students' transition into other levels, into college or training programs, or into the workplace.
- Integrate academic and life skills, job readiness skills, interpersonal skills and (where available) computer literacy skills.
- In ESL classes instruction includes conversation, computation, reading and writing, interpersonal skills, and life skills as part of the comprehensive curriculum.
- Citizenship instruction, as needed, is also a part of the teaching responsibility.
- Instructors are also responsible for accepting students of different levels.
- In ABE/GED classes, instruction includes teaching all 5-core courses as part of the comprehensive curriculum.

We ask that you follow this guide to help you prepare and submit the reports that are very essential for Adult Education's reporting to the ACC Board of Trustees, Texas Education Agency, and for proposal applications. We also ask that you turn in all of your reports by the specified due dates. Your timely submission of all reports is appreciated.

1. **MONTHLY REPORTS** are to be completed and turned in to the Adult Education Office at HBC at the end of each month and no later than the 5th of the following month. All the forms listed below are available and may be picked up at in the AE offices at HBC or EVC. The reports must include:
 - Monthly Report Form with individual instructor's and students' contact hours, ADA, # of new students as well as other information necessary to get ADA.
 - Roster of students in each class with each student's date of birth, total contact hours and instructor's signature.
 - Any copies of Student Information Sheets for **New Students** that have not yet been sent in for that month
 - Students' Sign-In Sheets, also signed by the instructor.

A SEPARATE REPORT MUST BE TURNED IN FOR **EACH** CLASS THAT IS TAUGHT, EVEN IF MORE THAN ONE CLASS IS TAUGHT AT THE SAME SITE BY THE SAME TEACHER ON THE SAME DAY.

When a monthly report is not turned in by the 5th of the month, the instructor will receive a written reminder from the Director. Habitually missing report deadlines will result in disciplinary action.

2. **STUDENT INFORMATION SHEETS** must be filled out by all students who attend AE classes. It is very important that students fill out all the information in black or blue ink. **ONCE A STUDENT HAS COMPLETED 12 HOURS (THROUGH A COMBINATION OF ORIENTATION HOURS AND CLASS CONTACT HOURS), the instructor** will send a copy of the Student Information Sheet and a copy of the ID to Nina Perry. These copies will be provided for the instructor in the Administrative File by the Case Management Team. It is also important that the instructors verify all information for completeness and clarity.
3. **STUDENT COMMITMENT FORMS** will be reviewed with all new students on their first day of class by the instructor. The purpose of this form is to ensure that students are aware of the current attendance policy. The policy requires that all students attend at least 75% of the hours that a class meets per month or they will be separated from the program. Instructors will receive a chart, which delineates the number of hours a student must attend per month based on the number of hours a class meets. Instructors will give this information to the students so they can fill in the blanks on the Commitment Forms. By signing the form, students are making the commitment to attend class the required number of hours.
4. **STUDENT PROGRESS ASSESSMENT FORMS** must be completed for each individual student and sent to AE/HBC with progress test results each time students are progress tested. At the end of the fiscal year (June 30th), a Student Progress Assessment Form indicating the test results from the most recent progress test must be turned in for each student who will be returning to the program in the new fiscal year (July 1st). **It is very important that any applicable achievement variables on the back of the form be completed as well.**
5. A **SEPARATION FORM** needs to be completed for all students who are being closed out from the program. This may be because they successfully completed their objective (for example: obtained a GED or Citizenship) or because they are no longer participating in the program. Indicate the reason the student separated on the front portion of the form, **and also complete any applicable achievement variables on the back of the form.** The form is then to be taken to the student's Case Manager along with the Administrative File. **SAMPLES OF WORK AND THE INFORMAL ASSESSMENTS FROM THE STUDENT'S PORTFOLIO SHOULD BE PLACED IN THE ADMINISTRATIVE FILE WHEN IT IS TURNED IN.**

6. **STUDENT REFERRAL/TRANSFER FORM** is used when a student is being transferred to another class for any reason. **Students will no longer be allowed to attend two classes concurrently.** Steps for using this form are as follows:
 - a. The instructor should complete the form indicating the reason(s) the student is transferring.
 - b. Retain a copy for your records.
 - c. Let transferring students know that their Case Manager will be contacting them to discuss and arrange the transfer.
 - d. Deliver the Administrative File and the student's Portfolio to the student's Case Manager.
7. **STUDENT SIGN-IN SHEETS** must be the "**official AE form**". The instructor's name, the type/location of the class and all the dates must be filled in at the top of each sheet. Students must sign their own name and write the time that they arrive and leave. Instructors must sign the sheets where indicated. The sign-in sheets are turned in with monthly reports to HBC. If you need sign-in forms, you may pick them up at HBC or EVC.
8. **STUDENT ADMINISTRATIVE FILES and PORTFOLIOS** must be kept at the teaching site for each student enrolled.

The ADMINISTRATIVE FILES must contain the following:

- ✓ Student Information Sheet
- ✓ Copy of ID
- ✓ Learner's Discipline Policy and Procedures
- ✓ Student Commitment Form
- ✓ Consent for Release of Confidential Information Form
- ✓ Withdrawal letter from previous school if student is age 16 or 17
- ✓ Court Order if student is age 16*
- ✓ The Individual Educational Plan (IEP)
- ✓ Student Contact Notes
- ✓ Baseline Assessment Forms
- ✓ Progress Assessment Forms
- ✓ TABE/BEST Assessments

The STUDENT PORTFOLIOS must contain the following:

- ✓ Samples of student work – academic and real world application
- ✓ Samples of student work showing SCANS competencies
- ✓ Informal Assessments administered by the instructor such as pre-tests, post-tests, quizzes, etc.
- ✓ Texas Standardized Curriculum Framework

*Students who are 16 years old and under a court jurisdiction MUST have a court order signed by a judge. A copy must be attached to the student information sheet and sent to AE/HBC when a student is enrolled.

9. **CLASS ROLL BOOKS** are to be kept current and turned in to the office at HBC every two years, once they are full or if a class is eliminated. A new roll book will be issued to the instructor when a new class is created. Instructors must keep separate roll books for each class taught at different sites. It is very important that instructors write their name, type of class, teaching site, and the start and end dates on the front cover of each roll book. Each student's name must be written down for each month they attend. Begin a new page for each month by writing in the month and dates of classes at the top of each page. **RECORD ONLY THE NUMBER OF HOURS THAT THE STUDENTS ATTENDED.** (Please do not add check marks, "x's" or "A's" for student hours.)

10. **PAYDAY** is the last working day of the month for full-time instructors and every other Friday for hourly instructors, subs and classified employees. Checks are usually ready by 10 a.m. Work hours and absences must be submitted through e-time. See schedule of due dates in section marked "Schedule for Payment".
11. **STUDENT/PROGRAM EVALUATIONS** are administered in the spring. Members of the evaluation "task force" will come to the class to do the evaluations.
12. **BOOKS** – there are some available that may be checked out from HBC or EVC, check with Debbie Talavera or Deloris Collins. Instructors may also submit a request for books through the AE Curriculum Committee. **Instructors will not be reimbursed for any books or supplies purchased without prior approval by the Director.** Students may purchase books at ACC or public bookstores, or if available, students may check out GED or ESL books at the campus libraries.
13. **SUPPLIES** must be ordered by filling out the AE supply form (included at the end of this guide) and submitting it to Joyce Adams.
14. **SUBSTITUTE INSTRUCTORS** have the same responsibilities as regular instructors. Substitutes should be prepared to teach a class when called on short notice. The assignments may include day, night, or Saturday hours. You must have on hand student information sheets, sign-in sheets, and some teaching materials to take to class when the regular instructor is unable to leave the sub with class instructions. Student Sign-In Sheets must have the regular instructor's name and the substitute instructor's name and signature. The substitute is responsible for writing in the name of the site, type of class, dates and hours of the class. These sheets may be turned in to Joyce at HBC.
15. **TO REQUEST A SUBSTITUTE** contact Joyce Adams at 223-7532. Please give as much advance notice as possible. If you find someone to substitute for you, please be sure to clear this with Joyce first.
16. **PERMIT TO RETEST** is given to students who have prepared in your class to retake the GED exam(s). As a rule, your students should take and make a score of 500 on each of the official GED practice exams before they take the actual GED exam or before giving them the permit to retest.
17. **ACC GED COMPLETION LIST** will be provided to instructors by Anita on a monthly basis. Please check the list for your students' names so that you can complete students that have received their GEDs. The ACC GED Testing Center (223-7714) will provide the GED scores to instructors who call about their students or you can contact Anita at 223-7026. If you have students that have tested at U.T., Anita can also find out their scores for you.
18. **COMMENCEMENT EXERCISES** for the GED graduates are conducted in May with the regular college graduation. ALL INSTRUCTORS, ADMINISTRATORS and STAFF are encouraged to attend the graduation ceremonies. Instructors need to encourage students to participate in this important event. The deadline for submitting information for GED graduates is the end of February. Submit information to Anita who will then forward it to Diana Hernandez. The students are then sent invitation letters to participate in the graduation ceremonies.

19. **STUDENT ORIENTATIONS** for GED and ESL classes are conducted at the beginning of every semester and mid-semester. Additional orientations will be held as needed. Full-time faculty will be required to assist in orientations on a rotating basis. Hourly instructors may be asked to help on occasion also.
20. **ACC STUDENT ID CARDS** are available for your students if they have completed 12 hours of instruction. You may send a **typed** list of student names to Joyce at HBC or email to her at jadams@austin.cc.tx.us
21. **PREP TIME** is given to instructors for preparation of class materials. Prep time is paid at your regular salary rate. Prep time must be included in the instructors' time sheet in order to be paid for it. Prep time is to be used for
- preparation of class materials and lessons for the class
 - administrative paperwork and reports
 - student conferences

The use of prep time is contingent upon the needs of the students and the discretion of the supervisor. Hourly instructors are given 1 hour of prep time for every four hours of instruction. Full time/ACC Staffing Table instructors (40 hours per week) are given 10 hours of prep time each week. **Full time instructors will also use 25% of their prep time for college/departmental administrative duties such as:**

- staff meetings
- faculty meetings
- committee meetings and
- helping with the orientation registration.

REMINDER: WHEN TURNING IN REPORTS TO HBC, KEEP COPIES FOR YOUR FILES.

ALL REPORTS ARE TURNED IN TO Anita Perez or Nina Perry at AE/HBC.

HBC Location: Austin Community College
Highland Business Center (HBC)
Adult Education Office, 4th Floor
5930 Middle Fiskville Road
Austin, TX 78752
Phone numbers: 223-7532 or 223-7528

EVC Location: Austin Community College
Eastview Campus (EVC)
Adult Education Office, Room 1209
3401 Webberville Road
Austin, TX 78702
Phone Number: 223-5123