

Employment/Volunteer History in Adult Education and/or Family Literacy Programs

Because the portfolio is an alternative to taking the courses for experienced adult education instructors, portfolio applicants are required to be teaching a minimum of four hours per week during a semester or term and have **720 employment/volunteer experience hours** that were earned in the **PAST 5 YEARS**. The hours of experience must be with **adult learners** in life skills based adult basic education programs (ESL, ABE and/or ASE-GED). Up to 180 hours of the 720 hours of experience can be teaching credit or non-credit ESL, reading, writing and/or math courses at the secondary or postsecondary level.

The 720 hours must include time spent:

- Preparing to provide instruction to adult learners, including analyzing the results of standardized assessments to inform instruction
- Providing instruction to adult learners

The 720 hours **can include** time spent administering and scoring standardized assessments and performing other administrative duties such as record keeping, participating in meetings, coaching/mentoring instructional staff and volunteers and managing staff and services at an adult education program.

If the portfolio includes Evaluation of Experience for EDU 133, 134 and/or 135, the 720 hours **must include** a specific number of hours of experience in each of those content areas (ABE/ASE, ESL and/or family literacy). See Section 3.9 of the Adult Basic Education Authorization Handbook for more information about this requirement.

Instructions:

Provide the required information on the Employment/Volunteer History. Use additional forms if necessary.

1. Identify each teaching/volunteer assignment (ESL, ABE, ASE or family literacy) and if applicable, each administrative role (program director, site coordinator, lead teacher/mentor). These assignments should be limited to those within five years of the date on which the portfolio application is signed. Hours earned prior to this date are not eligible for consideration.
 - If the applicant has several teaching/volunteer assignments (ESL, ABE, ASE, etc.) at a single program, they must be listed separately on the Employment/Volunteer History.
 - The entries must begin with the most current teaching/volunteer assignment.
 - **The information on the Employment/Volunteer History must be consistent with the information on the professional resume, including dates of employment and/or volunteer service.**
 - Applicants should include information about other administrative duties such as site coordinator, lead teacher/mentor, data collection/reporting coordinator on the Employment/Volunteer History and the professional resume.

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2. Provide the Educational Functioning Level(s) (EFLs) (0-12.9) or Student Performance Level(s) (SPLs) (0-6) taught for each teaching/volunteer assignment.
3. Provide the date range (month/year to month/year) for each teaching/volunteer assignment and, if applicable, each administrative role. The dates must be within five years of the date on which the portfolio application is signed. The dates must be consistent with the dates the evaluator provided on the Evaluation of Experience cover sheet for each course.
4. Provide the hours worked per week for each teaching/volunteer assignment or administrative role. **Applicants must be delivering at least 4 hours of instruction per week to be eligible to submit a portfolio.**
5. Provide the total number of weeks worked in the date range provided for each teaching/volunteer assignment or administrative role.
6. Provide the total hours worked in each teaching/volunteer assignment or administrative role. Calculate this by multiplying the hours worked per week by the total number of weeks in the semester or term.
7. Provide the instructional supervisor's name, phone number and email address and the name of the program/ school or organization. The supervisor listed should be the staff member at the adult education program where the applicant works who is directly responsible for overseeing the delivery of instruction by the applicant. In some cases the supervisor may also be the program director, but it may be someone different, especially in larger programs.
 - Applicants who teach multiple classes in different content areas may need to repeat this information for each class taught if the applicant has the same supervisor. Ditto marks are not acceptable.
8. Total the hours for each entry and provide the total employment hours at the bottom of the Employment/Volunteer History. The total must equal a minimum of 720 professional hours of experience specific to adult education and/or family literacy. The hours must have been earned within 5 years of the date the portfolio will be submitted.

Other important information for completing the Employment/Volunteer History:

If the portfolio includes Evaluation of Experience for EDU 133, 134 and/or 135, the 720 hours must include a specific number of hours of experience in each of those content areas (ABE/ASE, ESL and/or family literacy).

- EDU 133** a minimum of 90 hours of experience specific to ABE/ASE is required
- EDU 134** a minimum of 90 hours specific to adult ESL is required
- EDU 135** a minimum of 90 hours teaching adults participating in a Family Literacy program is required

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Professional volunteer experience can be used on the Employment/Volunteer History if all of the criteria listed below can be met:

1. The applicant has been a professional volunteer delivering or assisting in the delivery of 4 hours of instruction per week for at least 4 months at the adult education program
2. The professional volunteer experience includes experience developing lesson plans. The applicant was supervised by a member of the program's professional teaching staff in his/her delivery of instruction.
3. The applicant has proof of volunteering training. Acceptable documentation includes a letter, memo or certificate. The documentation must be signed by the trainer(s) and it must identify:
 - Title of the training
 - Name(s) of the trainers
 - Date(s) of the training
 - Length of the training (e.g. 2 hours)
 - Location of the training
 - Topics included in the training

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See the instructions in Section 3 BEFORE completing this form. For a completed sample of this form, see Section 5.

Applicant Name: _____

Teaching/Volunteer Assignment and/or Administrative Role <small>Specify ESL, ABE, ASE, or Family Literacy</small>	Level(s) Taught <small>Specify EFLs 0-12.9 for ABE/ASE or SPLs 0-6 for ESL</small>	Dates <small>(Month/Year – Month/Year) Within past 5 years</small>	Total Hours/Week	Total Number of Weeks	Total Hours <small>(Multiply hrs/week by total # of wks)</small>	Supervisor’s Name, Phone Number, and E-mail & Program/School Name
Total Employment Hours: (Must total at least 720 hours in the past 5 years)						

I certify that the above information accurately reflects my employment/volunteer history in adult education and/or family literacy during the past five years

Applicant’s Signature

Date