



ALAMEDA COUNTY OFFICE OF EDUCATION
HAYWARD, CALIFORNIA

Sheila Jordan, Superintendent

Bobbie Brooks, Assistant Superintendent for Educational Services

ACOE/Berkeley Even Start Family Literacy Program
Rosa Parks Expansion Project

Parenting Educator

DATES	SERVICE	EXPECTED OUTCOME/PRODUCTS	HOW
September 1 st , 2006 to June 30 th , 2007	Class instruction based on the Even Start Objectives.	<ol style="list-style-type: none"> 1. Develops and facilitates effective instruction. 2. Maintains proper classroom management. 3. Use assessment and accountability system 4. Work cooperatively with Even Start team and families 	<ol style="list-style-type: none"> 1. Effective Instruction <ul style="list-style-type: none"> • Determines students needs through the use of diagnostic techniques and tools. • Provides individualized, small/large group instruction and adapts curriculum to the needs of the students as well as to the EL Civics goals. • Presents lessons that demonstrates planning and preparation. • Develop and present lessons with performance objective/competencies that are understood by the students and support of agency goals. • Uses a variety of appropriate instructional methods, strategies and materials according to the learning needs of the student and to create a supportive learning environment. • Develops curriculum and tests according with the level of the students and EL Civics goals. 2. Classroom Management <ul style="list-style-type: none"> • Establishes and maintains standards of student behavior to provide an orderly, productive and safe environment in the classroom • Promotes an atmosphere of mutual respect among students, teachers and rest of the Even Start team. 3. Assessment/ Accountability System <ul style="list-style-type: none"> • Administers pre-and-post-test to diagnose educational performance of students. • Maintains update and accurate records of students' attendance, progress and personal information. • Organize and complete tasks/ reports in a timely manner. 4. Work Cooperatively <ul style="list-style-type: none"> • Shares ideas, techniques and materials as appropriate with other staff • Demonstrate willingness to offer and receive suggestions. • Attends and participates actively on the program's bimonthly staff meetings and planning.

