



# Watsonville/Aptos Adult Education News and Views



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The "Unbroken Circle" Issue

April 4, 2005

## *Department Chair Nominations are Open*

### ***Nomination and Election process:***

1. Any one with hours assigned in a department may put forward his/her own name or the name of a colleague as a candidate for that department's chairpersonship. Names must be submitted to the Natalie Carranco, Office Manager by Friday, April 15, 2005.
2. Ballots will be given to teachers and instructional support personnel the first week of May. Ballots must be returned to the Office Manager by Friday, May 14, 2005.
3. All instructors in a department may vote within their department: 1) full time teachers (those with 18 hours a week or more) will have two votes, 2) part time teachers (those with fewer than 18 hours a week) will have one vote. ISS and Registrars will vote in the department of their primary assignment.
4. The newly elected Council will convene the week of June 13, 2005. The term of service will again be two years.

### ***Current voting positions on the School Council:***

|   |   |
|---|---|
| PVFT (standing)                           | <b>Vocational Ed. Chair (elected)</b>                   |
| Director (standing)                       | <b>Lifelong Learning/Disabled Adults Chair(elected)</b> |
| Office Manager (standing)                 | <b>ESL/Citizenship Chair (elected)</b>                  |
| EL Civics Coordinator (standing)          | <b>Community Education Chair (elected)</b>              |
| Safety Coordinator (standing)             | <b>Spanish GED Chair (elected)</b>                      |
| CSEA (standing)                           | <b>ABE/ASE/GED Chair (elected)</b>                      |
| ESL Adviser (standing)                    | <b>Parent Education (elected)</b>                       |
| Assistant and Deputy Directors (standing) |   |

1. Represent ABE/ASE at School Council meeting and other PVUSD and community group meetings.
2. Serve as contact person for ABE/ASE.
3. Communicate regularly with the Director and Head Teachers/Coordinators.
4. Maintain ongoing support for and lines of communication with ABE/ASE staff.
5. Organize department meetings, and communicate with department members; work with and coordinate activities of committees of the department, including the graduation committee; participate in and serve as organizer of the department leadership team.
6. Participate in the initial interview and observation of class demo by teachers aspiring to work in the department.
7. Orient new staff.
8. In collaboration with teachers, maintain current appropriate course outlines; including goals of the program.
9. Coordinate curriculum development and revision.
10. Under the supervision of the Director, develop and maintain schedule of ABE/ASE classes and communicate changes with the main office, and directors of facilities where classes are held.
11. Under the guidance of the director initiate and support new classes following state guidelines.
12. In collaboration with staff work closely with staff coordinating publicity in raising awareness of available programs.
13. Serve as liaison between department members and other departments as appropriate, and within the department; Collaborate with the Registrar in the maintenance of records, especially transcripts, credits, release forms, etc).
14. Assist in the coordination of safety compliance.
15. Research and, in collaboration with department teachers, order appropriate teaching and assessment materials and supplies.
16. Assist in the collection of data and monitoring of attendance.
17. Other duties as required.

1. Represent Vocational Education at School Council meeting and other PVUSD and community group meetings.
2. Serve as contact person for Vocational Education department.
3. Communicate regularly with the Director and Head Teachers/Coordinators.
4. Maintain ongoing support for and lines of communication with Vocational Education staff
5. Organize department meetings, and communicate with department members.
6. Participate in the initial interview and observation of class demo by teachers aspiring to work in the department.
7. Orient new staff.
8. In collaboration with teachers, maintain current appropriate course outlines; including goals of the program.
9. Coordinate curriculum development and revision. In collaboration with staff and administration develop and maintain vocational programs being sure course outlines are followed and upgraded as appropriate).
10. Under the supervision of the Director, develop and maintain schedule of Vocational Education classes and communicate changes with the main office and directors of facilities where classes are held.
11. Under the guidance of the director initiate and support new classes following state guidelines; in collaboration with state and local agencies (Work Force Investment Board, Cal Works, Employment Development Department, et al)
12. Develop and maintain vocational programs relevant to our employment market.
13. In collaboration with staff, work closely with staff coordinating publicity in raising awareness of available programs.
14. Facilitate communication between academic support programs (ESL, Literacy, diploma programs) with vocational programs.
15. Assist in the coordination of safety compliance.
16. Research and, in collaboration with department teachers, order appropriate teaching and assessment materials and supplies.
17. Assist in the collection of data, especially PBA, and monitoring of attendance.
18. Other duties as required.

1. Represent Lifelong Learning at School Council meeting and other PVUSD and community group meetings.
2. Serve as contact person for Lifelong Learning. Chairperson should have a district voice mail that is checked regularly in order to take care of problems or concerns that may arise from either staff or facility managers.
3. Communicate regularly with the Director and Head Teachers/Coordinators maintain ongoing support for and lines of communication with staff and facility managers.
4. Maintain ongoing support for and lines of communication with ABE/ASE staff.
5. Organize department meetings, and communicate with department members.
6. Participate in the initial interview and observation of class demo by teachers aspiring to work in the department.
7. Orient new staff.
8. In collaboration with teachers, maintain current appropriate course outlines; including goals of the program.
9. Coordinate curriculum development and revision.
10. Under the supervision of the Director, develop and maintain schedule of Lifelong Learning classes; and communicate changes with main office, and directors of facilities where classes are held; send yearly calendars to directors of facilities so that they are aware of holidays and vacations.
11. Under the guidance of the director initiate and support new classes following state guidelines.
12. In collaboration with staff work closely with staff coordinating publicity in raising awareness of available programs.
13. Serve as liaison between department members and other departments as appropriate, and within the department.
14. Assist in the coordination of safety compliance.
15. Research and, in collaboration with department teachers, order appropriate teaching and assessment materials and supplies.
16. Assist in the collection of data and monitoring of attendance; wherever possible get assistance from the activities directors or aides to help with supplying correct information about students).
17. Other duties as required.

1. Represent Parent Education at School Council meeting and other PVUSD and community group meetings.
2. Serve as contact person for Parent Education.
3. Communicate regularly with the Director and Head Teachers/Coordinators
4. Maintain ongoing support for and lines of communication with ABE/ASE staff.
5. Organize department meetings, and communicate with department members.
6. Participate in the initial interview and observation of class demo by teachers aspiring to work in the department.
7. Orient new staff.
8. In collaboration with teachers, maintain current appropriate course outlines; including goals of the program.
9. Coordinate curriculum development and revision
10. Under the supervision of the Director, develop and maintain schedule of Parent Education classes; and communicate changes with the main office and directors of facilities where classes are held.
11. Under the guidance of the director seek out Parent Education needs in the community and develop classes and programs to meet these needs.
12. In collaboration with staff work closely with staff coordinating publicity in raising awareness of available programs.
13. Serve as liaison between department members and other departments as appropriate, and within the department; collaborate with other WAAS Departments, such as CBET, by developing Child Care and Preschool environments and classes that support these programs.
14. Assist in the coordination of safety compliance.
15. Research and, in collaboration with department teachers, order appropriate teaching and assessment materials and supplies.
16. Assist in the collection of data and monitoring of attendance.
17. Other duties as required .

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**Chair – Spanish GED**

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**2 hour per week**

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1. Represent Spanish GED at School Council meeting and other PVUSD and community group meetings.
2. Serve as contact person for Spanish GED.
3. Communicate regularly with the Director and Head Teachers/Coordinators
4. Maintain ongoing support for and lines of communication with Spanish GED staff at outlying sites as well as main campus.
5. Organize department meetings, and communicate with department members.
6. Participate in the initial interview and observation of class demo by teachers aspiring to work in the department.
7. Orient new staff.
8. In collaboration with teachers, maintain current appropriate course outlines; including goals of the program.
9. Coordinate curriculum development and revision; under the supervision of the Director work towards establishing a school philosophy and program of Spanish GED instruction; bring recommendations for expansion or altering program to the School Council.
10. Under the supervision of the Director, develop and maintain schedule of Spanish GED classes; and communicate changes with the main office, and directors of facilities where classes are held.
11. Under the guidance of the director initiate and support new classes following state guidelines.
12. In collaboration with staff work closely with staff coordinating publicity) in raising awareness of available programs.
13. Serve as liaison between department members and other departments as appropriate, and within the department; Maintain communication with the ABE/ASE leadership team.
14. Assist in the coordination of safety compliance.
15. Research and in collaboration with department teachers order appropriate teaching and assessment materials and supplies.
16. Other duties as required.

1. Assist the ESL Coordinator in ordering of instructional materials, class sets of textbooks, and examination copies for teachers.
2. Organize ESL Leadership Team meetings and communicate with department members.
3. Assist Coordinator in supporting teachers at outlying sites.
4. Conduct or participate in meetings as needed (site meetings, CASAS training, et.al.)
5. Participate in, or conduct, meetings for the following committees or teams:

|                |                 |                |               |
|----------------|-----------------|----------------|---------------|
| EL Civics      | EL Civics Tech  | VESL           | ESL Materials |
| ESL Assessment | ESL Leadership  |                |               |
| ESL Curriculum | Student Council | School Council | ESL Staff     |
6. Orient new staff to ESL procedures and provide support materials.
7. Collaborate with other departments, office staff and registrar.
8. Work closely with registrar in the data collection process and in encouraging teachers to call in numbers.
9. Work with Coordinator in the ongoing development and updating of the ESL Teacher's manual.
10. Coordinate the schedule for exit level oral testing.
11. Collaborate with coordinators of local college programs to place volunteers/practicum students in classes.
12. Coordinate curriculum development and revisions and the renewal of course outlines.
13. Maintain ESL resource library.
14. Other duties as required.



# WAAE Spring Calendar

Cabrillo College/ESL Strategic Planning, Friday, April 8  
Classified Home Group Meeting, Friday, April 8, 11:00-1:00  
Data Summit, Friday, April 15, 1:00, GV  
Summer and Fall Assignment Letters Due, Friday, April 15  
Department Chair Nominations Due, Friday, April 15



## All School Sports Day - April 16, 1:00-5:00

*Watsonville High School Gym*

Anticipated activities: Basketball, Volleyball, Soccer, Salsa dancing, crafts  
**Are there teachers who might want some extra duty hours to help?**

Learning Center Strategic Planning, Monday, April 18

Student Councils, Tuesday, April 19 (Porter), Wednesday, April 20 (GV)

School Council, Wednesday, April 20

*Persistence Study Circles:*

*April 22, 1:15 - 4:15*

*April 29, 1:15 - 4:15*

*May 10, 4:15 - 7:15*

Student Art Show Reception, Wednesday, April 27, GV, 10:00-noon

Adult Ed. Presentation to Watsonville City Council

ESL/CalPro Workshop, "Questioning Strategies", Friday, May 13, 1:00-4:00

Department Chair Election Finished - Friday, May 13

ESL Home Group - May 20

ESL Awards Ceremonies, May 23

Graduation, June 3

End-of-School All Staff Meeting, Saturday, June 4, 10:00-12:00 (paid)

Porter Building, Room 6

**Summer School Dates: June 13 - July 27, 2005**

**Back-to-School Meeting, August 12 (paid)**

**Fall Semester Begins, August 15**