

4.4 Give an overview of college and/or career-focused programming, including Integrated Education and Training (IET) programming, transitions to postsecondary programming or programming that helps students attain a recognized postsecondary credential.

- Each of our ESL Level classes includes a [unit](#) about employment. Students at each level practice job-seeking skills such as: reading job postings, reading resumes, practicing using websites such as indeed.com to search for jobs, reading and learning about different job duties, practicing filling out applications (paper and online), and practicing interviewing skills. Teachers embed employability skills, such as TIF Standards, into their lessons.
- The highest level ESL Teacher partners with the GED Teacher to embed GED reading, writing, and math skills into her lessons. She teaches Pre-GED reading, writing, and math skills daily, so that students are prepared and set up for success in the GED class. She and a retired Burnsville High School Math Teacher, Bruce Anderson, team teach a math lesson to ESL 6 students weekly to ensure that students are getting as much instruction and practice with math concepts as possible. This benefits the students in many ways: they get to learn from two different teaching styles, they get more personalized support, and they get to do a “deep dive” math lesson each week. Plus, the students and teacher have so much fun learning together!

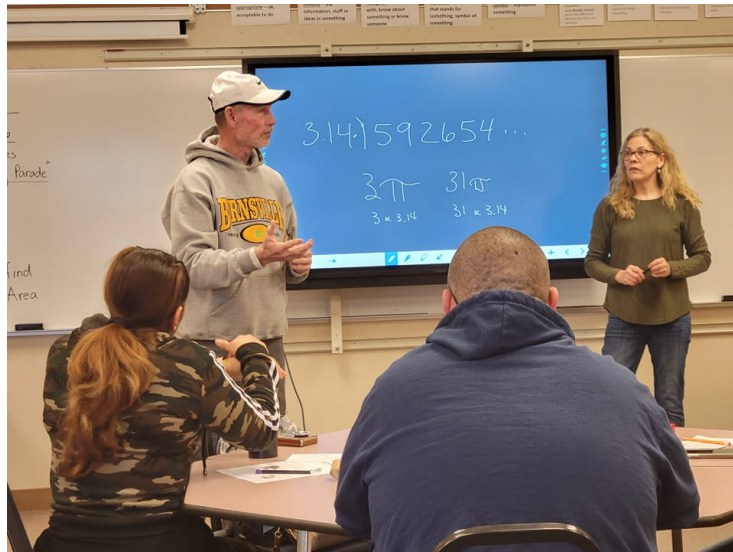


Photo of ESL 6 Teacher, Jill Bear, and retired BHS Math Teacher, Bruce Anderson, team teaching!

Career Focused Training:

- **Pre-CNA Class**: Our Pre-CNA Class focuses on instruction to help students learn the knowledge and skills they need to be able to pass the written part of the MN CNA Certification Test. It's a 12 week class that meets twice a week. They meet in-person on Fridays for three hours and they also meet for two hours via Google Meet on Tuesdays. The Pre-CNA Teacher uses the Minnesota State Nursing Assistant Curriculum as his textbook. We partnered with Meriam Aman, the Custom Training Coordinator from Dakota County Technical College to purchase this curriculum. This class is offered twice a week for a total of 5 hours per week and is a 12 week session. At the end of the session, Meriam Aman comes to our site to give the students a practice written CNA Certification Test. If students receive a "likely to pass" score, they are eligible and encouraged to take the two week hands-on CNA Skills Training Course at DCTC.
- **CNA Skills Class at Dakota County Technical College**: This course is taught by a certified nurse and enables students to learn and practice practical CNA Skills that they need to master in order to pass the Skills Test portion of the MN CNA Certification Test. The MN CNA Certification Test consists of two parts: the knowledge test (written) and the skills test (hands-on skills). Our Pre-CNA Class focuses on the written knowledge, while the DCTC CNA Skills Class focuses on the hands-on piece. In 2023, we used regional transition funds to send ten of our eligible Pre-CNA students to take the two week CNA Skills Class at DCTC! Two of the students passed the state exam and became certified nursing assistants! This year, we do not have the funds to pay for the CNA Skills Class, so students that are eligible will have to pay their tuition, which is approximately \$500 for the two week class. At the conclusion of our Fall Pre-CNA Class, there are four students who are eligible to take the CNA Skills Class. They are working with Meriam Aman, a Customized Training Coordinator at DCTC, to schedule the class.
- Students in the Pre-CNA Class get first hand CNA experiences during their class time by participating in a class field trip to two local healthcare facilities, a senior care facility and a health care clinic. Students travel, as a class, with their teacher on a district school bus and get to tour the facilities, speak to staff, and meet patients and residents. We provide this field trip, free of charge, twice a year for our Pre-CNA Students. It is a very valuable experience for our students to be able to see, firsthand, what being a CNA is like. They also get to meet residents, patients, and staff members. As a result of the field trip, several of our students have even been offered employment at one of the facilities. A number of former students are now working as Resident Assistants at Ebenezer Senior Care Facility in Burnsville.
- Pre-CNA Students also get to hear from several special speakers as a part of this class. A hiring manager from Fairview Health Services, Jill Kortenhog, visits each session of the Pre-CNA class to talk about employment and training opportunities. She also has current employees working as CNAs speak about their job experiences. Our Pre-CNA Students then get to have a Q &A session with the workers, which is an invaluable

experience. We also have a hiring manager from Senior Helpers (an in-home senior care provider) who speaks to the class about employment and training opportunities.

- These speakers and tours have led to several students being offered jobs during their time in the class. Some students have been hired as resident assistants, which don't need their CNA certification to qualify and they receive free CNA training as part of their hiring package.
- **Paraprofessional Class:** Our Paraprofessional Class focuses on instruction to help students learn the knowledge and skills needed to pass the Para Praxis Exam. If students receive a passing score on this exam, they are considered "highly qualified" and can be hired in District 191 and other school districts that receive Title 1 and special education funding. In order to be considered "highly qualified", paraprofessionals need to pass the Para Praxis Exam or complete two years of college and earn their AA Degree. For many of our ABE students, passing the Para Praxis test is a much more desirable option than completing their AA degree, both in terms of time and cost.
- The Paraprofessional Class Teacher focuses on teaching the reading, writing, grammar, and math skills that students need to excel in, in order to pass the Para Praxis Exam. The teacher uses this [Para Pro Study Guide](#) as her main textbook, but breaks all the skills down into more manageable lessons.
- The class meets four afternoons a week, and the teacher uses the hyflex model, so students can join in-person or from home on google meet.
- The teacher gives an official Para Pro Practice Test each semester to gauge which students are ready to take the official test. If a "ready to pass" score is achieved on a practice test, we schedule an official test for that student. We are able to proctor the Para Test on site.
- We also help all of our Para Students who are also ELL, to apply for testing accommodations (extra time) when taking the official test.
- Part of the class focuses on employment and job seeking skills. Our district loves to hire paraprofessionals, or educational assistants, who have been students in our program. The teacher goes over how to search for a para job on our district website and helps students create a resume and practice interview skills.
- Once a student passes the test and becomes a graduate, our office staff help them apply for a job. If a student wishes to work in the district, we communicate with the hiring

principal or coordinator and let them know that the applicant was a graduate of our program.

- Also, as part of the class, the program coordinator and teacher help coordinate job shadowing opportunities within the district. Students can choose if they want to shadow in ECCE (early childhood education), an elementary school, middle school or high school and we set up a day where students can shadow a paraprofessional. This really helps students decide if the career is the right fit for them and also helps them network and make connections in the district.
- This year, in 2023-2024, all of the Paraprofessional students would like to job shadow in an elementary school setting. This makes sense because 90% of the Educational Assistant job openings in the district are located in elementary schools. The program coordinator and the Paraprofessional teacher are working with two elementary school principals in the district to coordinate job shadowing opportunities for students. The ABE students will be responsible for taking [notes](#) while they are job shadowing. They will be taking notes on the Educational Assistant job duties, the classroom teacher's or special education teacher's job duties, and on the student's behavior. After the job shadowing experiences, students will use class time to discuss what they observed.
- The 191 Program Coordinator did submit an application with MDE in January 2024 to apply for our Paraprofessional Prep Class to be classified as an IET Class. The coordinator worked with Kristine Kelly (ATLAS) and Patsy Egan (ATLAS) in 2023 to get feedback about the written SSLO Goals for the class. The program coordinator and the Paraprofessional Prep Teacher used the feedback from ATLAS to revise the SSLO goals and submit the application. We are hoping it's approved by MDE before the end of the 2023-2024 school year.

GED Class: We have two different GED class options for our students

- The first GED option is a teacher-led hyflex class that meets four mornings a week. The teacher instructs the whole class in GED subject lessons, using the Kaplan GED Book as a textbook. Students spend part of each class doing a GED Reading/Writing Lesson, another part of the class is focused on a GED Math Lesson, and the last part of class is focused on a GED Science or Social Studies Lesson. This option works well for many of our ESL students who like the traditional teacher-led class and want to take a deeper dive into vocabulary, reading strategies, group projects, and basic skills. This class is flexible because the teacher is using a hyflex delivery method, meaning students can join in person or online. We also have several volunteers come in throughout the week to help 1:1 or small groups with reading, writing, or math. This is a great option for students that want to move faster than the rest of the class or get more help with an area they aren't understanding. The teacher will give students GED Ready Practice Tests throughout the year to identify students who are ready to take their official tests. If

students receive a “likely to pass score” on a GED Ready, we help them register for their official exam.

- The other option for GED is our GED Lab option at night. This class is offered once a week on a Tuesday evening. This class is for GED students who want 1:1 or small group tutoring in a GED subject area, Accuplacer Prep, or if they just want to brush up on academic skills. A GED teacher, along with several GED volunteers, work with individual or small groups of students, spending a small amount of time with each student on individual curriculum and work. Students in this class also take practice tests, the GED Ready, and get help scheduling their official tests when they're ready. Students can also prepare for college entrance by taking practice Accuplacer Placement Tests to determine where they are needing extra help. The teacher or tutors will help them advance their skills, on an individual basis. The GED Teacher at night also offers “mini-lessons” on topics that he feels all students can benefit from. These are teacher led and based on curriculum from the Kaplan GED Textbook. They are often based on GED math or writing skills. This is a nice opportunity for students to get to know each other and learn as a “class”, but the majority of time is spent on what each individual student needs.