Commission scolaire English-Montréal

English Montreal School Board

AST

ANDRAGOGICAL SUPPORT TEAM

http://emsb-aevs.com/AST/

OFFER OF SERVICE

ADULT EDUCATION & VOCATIONAL TRAINING CENTRES

AE VS Adult Education & Vocational Services

MANDATE:

The Andragogical Support Team actively assists teachers with all aspects of their respective programs and courses. These aspects include, but are not limited to: creating a course syllabus, task design, incorporating technology, designing evaluation tools and feedback mechanisms, sharing resources and strategies, creating and facilitating teacher centered workshops.

ANDRAGOGICAL SUPPORT TEAM:

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OFFER OF SERVICES:

- PILLAR # 1 - ANDRAGOGICAL MODULES
- PILLAR # 2 - TEAMS APPLICATION (APPS) MODULES
- PILLAR # 3 - SPECIAL NEEDS OFFER OF SERVICES

PILLAR # 1
ANDRAGOGICAL MODULES

I. **DIFFERENTIATION**

Adapting instruction for:

- Students with insufficient language skills
- Students who have difficulty reading
- Students with ADD and other learning challenges
- Students with stronger abilities
- Incorporating UDL (accessibility)
- Incorporating RTI (tiered lessons)

II. **ASSESSMENT**

- Design of evaluation tools
- Rubrics
- Formative assessment tools
- Exit tickets (I now know, and I will…, 3-2-1, etc.)

III. **FEEDBACK**

- Basic feedback
- Instructional feedback
- Coaching feedback
- Types of corrective feedback

IV. **DELIVERY OF INSTRUCTION**

- Setting and assessing goals
- Hooks / warm-ups / etc.
- Lesson planning
  - E-syllabus
  - 5-E's model
  - Flipped model

- Task design
  - Anchor activities
  - Cubing
  - Choice boards
  - Graphic organizers
  - Others

DELIVERY OF INSTRUCTION (cont'd)

- Scaffolding

- Learning environments

  - ➢ Learning stations
  - ➢ Clusters
  - ➢ Others

- Creating learning communities

  - ➢ Cooperative learning
  - ➢ Group work

- Effective routines

- Encouraging engagement

- Gamification

- Evidence-based teaching strategies

  - ➢ Comprehension strategies
  - ➢ Retention strategies
  - ➢ Buzz groups
  - ➢ Fishbowl
  - ➢ Jigsaw
  - ➢ Think-Pair-Share
  - ➢ Others

V.   **TECHNOLOGY TOOLS** (other than Teams)

- Smart Board
- Edpuzzle
- Mentimeter
- Flipgrid
- GatherTown
- Others

PILLAR # 2
TEAMS APPLICATION (APPS) MODULES

I. **MODULE I**
   1. Access Teams
   2. Search someone & send them a message
   3. @mention someone
   4. Check Activity bell

II. **MODULE II**
   1. Create a Team & add students
   2. Create a new meeting from Calendar
   3. Make audio and video call
   4. Share your screen

III. **MODULE III**
   1. Upload, download and organize files
   2. Delete and retrieve a file
   3. Secure files so students can view them but not edit
   4. Create & use new channels

IV. **MODULE IV**
   1. Use Breakout Rooms
   2. Class Notebook: homework
   3. Class Notebook: posting videos & quizzes
   4. Interactive work & feedback
   5. Add tabs and Pin docs

V. **MODULE V**
   1. Fillable documents
   2. Apps to enhance learning
   3. Feedback & forms
   4. Interactive PowerPoints
   5. Microsoft Sway

PILLAR # 3
SPECIAL NEEDS OFFER OF SERVICES

SUPPORT SERVICES:

- Support teachers and administration with the integration of students with disabilities in inclusive settings

- Assist teachers and administration with curriculum development and differentiation for adult learners with special needs

- Assist with the development of Individualized Education Plans
  - assess and determine appropriate learning interventions required

- Learning strategies for students with autism spectrum disorder, intellectual disabilities, developmental delays and learning disabilities

- Assist with instructional strategies and resource materials to support all learners

- Adaptations, accommodations and modifications of environment, curriculum and materials

- Collaborate and coordinate interventions with other professionals (academic, health and social services) and specialized services to support student development

- Design, implement and facilitate professional development workshops

WORKSHOP TOPICS FOR TEACHERS:

- Introduction to Learning Styles and Learning Differences

- Teaching Techniques and Strategies for Student Success

- UDL, Backward Design & Differentiation

- Assistive Technology (AT) and Equipment

- Behaviour Modification

Workshop topics for Students (cont'd):

- Assessment tools and individualized evaluation for students with different learning needs
- Motivational Strategies

- Organizational skills, study skills, and best practices for students

- Understanding my learning style and needs

The Andragogical Support Team's (AST) services can be accessed by appointment simply by contacting us directly. The Team's services will help you save time and energy implementing the various pedagogical strategies indicated in this document.