

**ABC Phonetic Reading School®, Inc.**  
**TRAINING ACCESS AND JOB DESCRIPTION IN PROGRESS**  
**2005-06**

**What Teachers should have in regard to materials before training and teaching begins:**

Teachers need to have email and access to High Speed (DSL), and a laser printer to print student materials.

- Company Policy signed with ABC Rep. (receive via email)
- Job Description (receive via email)
- Individual Goals/Service Agreement (ISA) in English and Spanish specific to school district (receive via email, or given by ABC Rep.)
- **\*\*Daily time sheet/progress and attendance\*\*** (receive via email)
- Dollar Certificates (receive via email)
- Student Homework Units 1-12 (print pages off ABC web & bind for future reference)
- ABC's Teachers Handbook (ABC Rep.)
- ABC's Set of Phonics clue cards for teacher and students (ABC Rep.)
- Reading and Math Assessments, Keys and training (receive via email)
- Must have supplemental materials, Reading log, Homework directions etc. (emailed)

**\*\*Noting location, School District, days and times to teach, Student name, Grade, Parent/Guardian name, Phone number, # of lessons to teach. If students are being seen at School, School Contact name, phone number, and school calendar.**

If you don't have all these materials, let us know.

Before beginning the training, you will need to print out for review the materials in the attachments emailed to you - Reading Assessment, Assessment Key, Assessment Training, and Must Have Materials NCLB.

**To access online training and materials:** Enter or click on the following URL at ([www.letread.com/onlinedocs/](http://www.letread.com/onlinedocs/)). Enter your first initial and last name (**lower case**). Your password is the first five numbers of your home phone (your area code, no hyphens, and first two numbers) and your last four social security numbers. Call 800-538-7323 if you have trouble logging on.

Once you log on you will see **Printing Center**. Click on **Instructions**. After reading and downloading any needed programs (you will need adobe reader to print ABC materials, books etc. it is free. Training is in Macromedia and video is in Quick-time) click **Get Started**. You need to print the online Student Unit 1-12 Materials (noted as Chapter 1-12 on line). To print these, click on chapter 1, chapter 2 and so on until you have printed out all of the student materials. Put these student materials in a three ring binder for easy access for review while training.

Before you begin training, read and review your Teacher's Handbook and supplemental materials. Your Handbook should be open (while training or teaching) to whatever Unit and or skill being introduced. Online training follows the Teacher's Handbook. Use it in conjunction with the Student Units 1-12, and the specific skill related supplemental materials you have printed. In doing so, you will gain a firm grasp of how to teach the program as well as what supplemental materials to give your students once you begin teaching.

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To begin training online, click on **Teachers' Materials**, scroll down to Video materials and click on **Introduction**. There are two instructional series; we suggest you watch both. The first is #1 through #3, and the second, #4, is an ABC instructor training another ABC teacher (most of your must have materials go along with this series).

As you begin, you will need to determine which supplemental materials correspond to each Unit and or skill being introduced. As you follow the training, you will be able to match supplemental materials that will reinforce the skills being presented in your Teacher's Handbook and Student Materials. We suggest that you insert these supplemental materials into your Student Materials Unit binder where they coincide with the skill being introduced. Teachers should write on each page where these supplemental materials are found online, for printing out later as needed. Teachers should print out one full copy of the Must Have Materials for each reading student. All Supplemental materials can either be used in class or given as homework in conjunction with Student Materials. All students receive a student Reading Log, and Homework Directions at their first lesson. \$1.00 certificates can be given the 1<sup>st</sup> lesson if the student shows up on time, but are only given in subsequent lessons/sessions when student arrives on time with homework completed. If you don't know something or have a question, please email or call us. There are many other skill and age appropriate resource materials available online to enhance your teaching and your students' learning. Before you begin teaching students, you need to review all of the Teacher's materials, how to study for and take a test etc. You will also need to review and use the **Books by Unit**. **Click on Books by Unit** and read the introduction.

In order for our students to have 100% attendance, you will need to stress the importance of attendance. District and ABC policy is to drop students if they miss 2 consecutive sessions. ABC does not get paid if a student does not show up, and teachers won't have the student after two missed lessons. Obviously, it is very important that you emphasize to your students and their parents what a good choice they made in choosing ABC. Emphasize that you have been trained and will personally teach their child the skills necessary for success in school. The importance of being personable is paramount (please leave your personal life at home). You must make a personal connection so parents/students feel obligated and consider it important to attend every single lesson. If parents only speak Spanish, speak through their children or call us for a three-way call. Point out that in order for you to be able to successfully serve their child and bring their child's reading or math skills up a minimum grade level, it is imperative that their child attend classes on the days and time agreed. Let them know that you will be there for them. Also, let them know about the District policy for unexcused absences. When students attend on time, they receive a dollar certificate (signed, with student name, school, and district info filled out and dated by you) each time. These certificates are redeemed at the end of the program. Parents are sent pre and post assessment results along with a survey asking how we did and how can we improve. When parents return our survey, they include the certificates, and we send them back cash for all certificates returned. When you follow the guidance given above, your attendance will be 100%. Read the Teachers Handbook page10, "To Learn We Must...listen, ask questions," etc. This information needs to be shared at your first teaching lesson.

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**Getting started with your first meeting/pre-assessment:**

You should have your schedule of students' times, parent phone number etc. Call to confirm the day and time of your first class a day or two before so they don't forget. **Remind them that this first meeting is an assessment, and parent/s and or guardian must attend to go over assessment and sign agreement.**

When students and parent/s arrive, meet and greet, ask what subject to assess (if you don't already know). If they say Math, have the student read the back page and answer the comprehension questions. If they are proficient in doing so, give them the math assessment; if not, recommend reading. Give parent/guardian the ISA agreement (in English or Spanish) to fill out while you begin the pre-assessment. After the assessment, you will recommend (as well as write in on the ISA form) specific skills to address in tutoring. Examples of specific skills are listed in the assessment training you received as well as at the beginning of each unit of the Teachers Handbook. For example, if in the assessment the student did not demonstrate proficiency in their knowledge of the specific sounds of the consonants or vowels, this would be a specific skill to list. If they did not know the silent e rule, y, c or g rule, this would be another specific skill to list, etc. The time line for achieving these skills also needs to be written. It is based on the # of lessons. Time line should be written as follows: The timeline for achieving the goals will be the time it takes to meet with student (# of lessons) beginning (note the date of assessment). **Parent/Guardian must sign and date the ISA agreement as well as initial the attendance calendar or our attendance record for the day.** If parent/guardian only speaks Spanish and you can't communicate through their child the goals etc., you should call ABC's office (800-538-7323) for a three-way call. If you don't get through, just have parents sign anyway. We will call them once we receive the ISA and get verbal agreement. Please attach this lack of communication (on a sticky note, paper clip) to the original ISA agreement you mail to ABC.

The **original** ISA and graded assessment **must** be mailed to ABC's corporate office. Teachers need to make copies of the assessment and ISA to keep in your student folder. **Note:** Teachers need to make and have available a folder for each of their students in order to stay organized.

**Instruction Begins:**

Be organized. Each student should have a folder with their pre-assessment, ISA, and materials for their lessons. Greet students and have them initial attendance. Give each student a set of phoneme cards and begin as you have been taught. At the end of the lesson go over the Unit I worksheets you choose to give as well as any supplemental materials. Place these in the student's 3 ring binder. Make sure you have each student's days and time noted on the cover of his/her binder along with your name and number (optional). Confirm your next meeting and assure students they did great and you're looking forward to their next lesson. You should have an example of a time sheet/attendance record noting the Unit #, Lesson #, skills introduced, and students' initials. ABC's progress/attendance reports must be mailed or faxed weekly. Some Districts require original calendars and time sheets. At the end of each month teacher must make a copy and mail ABC the original calendar.

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**Continue teaching as you have been instructed.**

**Post Assessments and Results:** Teachers post-assess each of their students on the last day of class, grade the post assessment, compare the results with the pre-assessment, and share the results with their students. After the assessment, teachers will need to transfer the results from the pre and post assessments to ABC's provided document and mail the originals to ABC's Corporate office.

**No Shows:**

Students with two unexcused absences must be dropped. \* Teachers agree that they will not be paid for a student after two consecutive unexcused absences. If a student fails to show for class without prior notice, teacher agrees to report the no show by emailing or calling ABC at the local # 602-279-0057 or 1-800-538-7323 and report the no-show. Teachers must also contact the parent for an explanation and confirm the next appointment time and date. Teacher should indicate the no-show as well as the explanation given by parents under comments. Note UA (for unexcused absence) in the place for student initials on the time sheet. This lesson is not counted as a lesson taught, and the student will need to make up the lesson, if possible, by having the student attend a session you have scheduled with another group of students. \*Depending on district guidelines.

**Teacher Absence:**

Teacher agrees to notify the parents and ABC to explain the reason for absence, and confirm the next lesson with parents. **Parents must be notified.** The reason for your absence should also be documented on your time sheet. **Note:** student does not lose the lesson; you continue the next lesson on the next regularly scheduled day and time.