

Special Classes - FAQs

~ What is a Special Class?

A Special Class is any tutoring session that takes place outside the regular class schedule for ESL and/or ABE learners. Most Special Classes are formed to allow a group of learners to focus on a specific topic or skill, in addition to the more general skills they work on in regular classes. Examples include Computer Classes, Conversation Classes, Jobs Readiness sessions, Citizenship Classes, and much more!

Currently, most Special Classes take place only at our Wilcrest and Bay Area locations. Special Classes have different requirements and guidelines to regular classes.

Please note also that Special Classes are designed to be *additional* opportunities for our students, and cannot replace the impact of regular (48 hour) class sessions. If you are able to commit to a regular class for 48 hours of tutoring, this continues to be the best way to help Literacy Advance students.

~ What are the requirements for leading a Special Class?

Tutors who lead Special Classes should:

- have taken part in the regular Tutor Training provided by Literacy Advance;
- be able to commit to leading the class for a minimum of 3 classes;
- undertake any additional training or observations required (see individual role descriptions);
- prepare for classes in consultation with Literacy Advance staff.

~ How are Special Classes set up?

- Special Classes usually run for a minimum of 3 classes, and a maximum of 6 weeks; most require pre-registration by students, although some Special Classes are walk-in.
- Literacy Advance Programs Staff will consult with Special Class tutors about their proposed tutoring schedule, the availability of rooms, and possible content of the sessions (including resources available).
- Scheduling for Special Classes is very flexible, and depends mainly upon the availability of classroom space at the desired time, and the availability of the tutor.
- Enrollment is open to all eligible students, according to their level.
- Special Classes are generally aimed at one of three groups:
Low Beginners (Literacy Levels 1 & 2),
High Beginners (Literacy Levels 3 & 4), OR
Intermediate (Literacy Level 5, and Alumni students).
- Learners in Special Classes do not complete goal-setting or CASAS testing, and no completion certificate is offered to students; however we do ask tutors of Special Classes to record learner attendance.
- Literacy Advance staff will assist tutors to select resources for their class.

