

## **Instructions for Coaches**

These benchmarks directly correspond to the activity manuals located on the Lafayette County Literacy Council webpage “Resources for Coaches”. These benchmarks provide our learners with abilities needed to navigate the modern world. Never hesitate to ask for additional help from the ABLÉ program coordinator.

### **Using these Benchmarks to Ensure Progress**

Each sub-listing below the standards has a correlating activity in the activity manuals. We recommend you start slightly below your learner’s grade level to ensure their ability. If you do not know your learner’s reading level, please contact the administrative coordinator to receive information about their most recent TABE assessment scores.

### **Mastery Level**

We ask that you report the mastery level of the learner at each benchmark. Ideally, you will not move on to the next benchmark until you feel the learner is at 100% mastery of the content of each standard below. When the student has displayed reasonable understanding of the subject matter, put a 100% in the box and be sure to calculate the number of hours spent on each subject. We urge you to not just use the activity manuals alone to display mastery of the subject. Use additional materials available online and in the library to help the learner master each standard. Laubach and Challenger books are available in the ABLÉ resource section of the public library reference area.

### **Reporting these Benchmarks**

We ask that you submit a progress report about your learner each month to ABLÉ staff through the “Resources for Coaches” page (<http://lafayetteliteracy.org/programs/able/resources-for-coaches/>), where you will find a link to the form. Let us know what standard your learner is on and any challenges you may have encountered along the way. Also, be sure to report your hours while you are there.

### **Next Steps after Completion**

Keep these benchmarks as your guide to helping your learner progress. When you have finished all the benchmarks, send in this checklist to ABLÉ through email or hardcopy and notify them that your learner is ready for a TABE assessment. ABLÉ will contact you to schedule a time for a TABE assessment. This assessment will ensure that your learner has adequately progressed. Once your learner has shown growth on the TABE, you may move to the next activities manual.