

WHAT PARENT COORDINATORS SHOULD KNOW ABOUT OACE...

- ❖ The New York City Office of Adult and Continuing Education (OACE) is the largest provider of adult literacy education services in New York State. We are an integral part of the City of New York's Department of Education's Division of Equity and Access.
- ❖ We offer more than 900 tuition-free* classes in Adult Basic Education (ABE), GED® Preparation, English for Speakers of Other Languages (ESOL) and Career and Technical Education (CTE) for adults age 21 and over. *Students may be required to pay associated fees for textbooks, certification exams and/or uniforms for specific classes.
- ❖ We offer day, afternoon and evening classes Monday through Saturday at more than 175 sites in all five boroughs, including public schools, community centers and faith-based organizations. Students can take classes at any of our sites, regardless of which borough they live in.
- ❖ OACE is also Testing Center for the GED® test. We currently offer the GED® exam at seven locations in all five boroughs.

The Office of Adult and Continuing Education's mission is to empower adults in their roles as parents, family members, workers and community members. We promote lifelong learning and the development of problem solving skills through a continuum of services, including Adult Basic Education, English for Speakers of Other Languages, GED Preparation, and Career and Technical Education.

HOW PARENT COORDINATORS CAN WORK WITH OACE...

- ◆ *Help promote OACE to parents in your school community*
 - ✓ Flyers and marketing materials available in 10 languages (Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Polish, Russian, Spanish and Urdu)
 - ✓ Work with OACE team to develop outreach strategy
 - ✓ Parent Coordinator plays a critical role in publicizing classes to students, conducting outreach, following up with interested parents

◆ *Set up a site in your school*

SETTING UP AN OACE SITE

OACE provides:

- ✓ Building permit
- ✓ School safety
- ✓ New York State-certified teacher
- ✓ ALL teaching materials
- ✓ Follow-up with adult students

K-12 school provides:

- ✓ Adequate classroom space for adults
- ✓ Storage space for materials
- ✓ Access to a phone
- ✓ Access to a computer (optional)
- ✓ Classes must maintain an average class attendance of 20

◆ *Steps to set up a site*

- ✓ OACE works closely Principal and Parent Coordinator to recruit parents and community members for classes
- ✓ Parent Coordinator develops a list of prospective students, classes they wish to take (i.e. ABE/GED/ESOL) and days/times preferred
- ✓ Each class must have minimum of 40 students on a waiting list to be considered
- ✓ Teachers in K-12 school may have opportunity to teach adult education classes as per-session instructors (UFT rates)
- ✓ Parent Coordinator contacts students to come in for assessment
- ✓ OACE sends Case Manager and/or Para to do intake orientation and pre-assessment
- ✓ OACE Superintendent evaluates class viability for approval to open new site
- ✓ Once approval is given, class begins!

◆ *Contact Information:*

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Office of Adult and Continuing Education (OACE)

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