

Adult Basic Education Individual Professional Development (PD) Plan

Name	Jill Dechaine
Job title	Program Manager
Primary duties	Oversee programming, daily activities, budget, grant-writing, scheduling, HR functions, training, monitoring, program planning and all day-by-day ABE-related issues.
Work site(s)	Based out of Monticello, ISD #882, but oversees 17 school districts, 3 county jails, the workforce center and 1 business

Preparation: Looking at the Data

Please consider these questions before completing the grid on the next page.

My ABE PD Survey Results

List the 3 challenges you mentioned in your PD survey	CCRS Implementation
	Time Management and getting work completed
	Getting students to the 40-hour mark and increasing the measurable skills gains (MSG)

My Consortium's PD Goals

What are my consortium's PD goals?

1. Distance Learning/Technology
2. ABE Content Standards/NorthStar Digital Literacy
3. CCRS (Language/Literacy and Numeracy)

My Work

What are my work priorities in the upcoming year?	<ol style="list-style-type: none"> 1. I want to develop a better system of orienting new staff to ABE, including process and procedure, a clear plan for training and followup and a streamline of lead teachers to help with the assessment training 2. Implementing CCRS, ACES and TIF 3. Hire a part time secretary to help with the deluge of work so that I can focus on more transitions programming
What am I already doing well with my current work?	Concentrating on staff training

Student Data

What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)?	The percentage of students making measurable skill gains are currently below target expectations, however, the data shows that students who reach 40 hours are regularly post-tested. The issue is with those students falling between 12-40 contact hours.
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Additional Factors

What PD priorities do I have?	Most center around a continued understanding of Content Standards alignment and integration within the consortium.
Any additional factors to consider in planning my own professional learning?	I am also interested in expanding programming, including certificate level programming .

My Individual Professional Development Plan

Plan Time Period: 2019-2020

Please refer to the PD needs and information collected on the previous page.

PD Goals	PD Activities and Resources		Application	Evaluation
What do I need to learn? (Please be detailed.)	How will I learn it?	When?	How do I hope to use or apply what I have learned?	How will I know I've learned it?
I would like to learn more about the current state offerings for orientation for new employees to ABE, so that I can implement elements of that training into our Orientation Manual I want to develop for the consortium.	I plan to access and review the materials for ABE Foundations training on the Literacy Action Network website. I will ask staff for input and have an ongoing Google Drive list for staff to give input	June – July, 2019	I want to incorporate access to, and some elements of the ABE Foundations Training, in an online fashion to help with training and orientation of new teachers and other ABE staff hired by the consortium.	I will build a Google site and checklist to help new ABE staff work through the content and required trainings for their positions within the first 1-2 years of their employment.
I need ongoing training in all areas of Content Standards alignment.	I will focus training participation in sessions related to ACES/ Digital Literacy / and CCRS standards while attending various PD activities that become available.	June 2019 – August 2020	I hope to have a better understanding of how to align content standards across the consortium and region to be able to help those committee members who have been tasked with this outcome, especially the newly appointed CCRS Manager for WEST	I will assist in the development of a regional content standards alignment tool and will train the local ABE staff in the use of that tool.

ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date