

## Adult Basic Education Individual Professional Development (PD) Plan

<b>Name</b>	Mid MN
<b>Job title</b>	Support Staff
<b>Primary duties</b>	Program Support, Teacher Support, Professional Development
<b>Work site(s)</b>	WEST ABE

### Preparation: Looking at the Data

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

#### My ABE PD Survey Results

<b>List the 3 challenges you mentioned in your PD survey</b>	<b>Distance Learning</b>
	<b>Student persistence and retention</b>
	<b>Level gains</b>

#### 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

<b>What are my work priorities in the upcoming year?</b>	Grow the number of students utilizing Distance Learning on a continual basis as a way of supplementing/reinforcing classroom instruction and thus getting from 12 to 40 hours sooner and with a higher chance of obtaining a level change.
<b>What am I already doing well with my current work?</b>	I work closely with instructors to address Professional Development needs/wants and work to offer them on an ongoing basis through routine staff meetings. I help instructors track and monitor student/classroom progress by utilizing SiD data.

#### Student Data

<b>What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)?</b>	We struggle with post-testing and level gains due in large part to the gap students seem to fall into. A large portion of our student population makes it to the participant level but many do not make it to 40 hours and so they don't receive a post-test and they are not able to obtain a level change. We do have a high success rate for the student who do make it that far - we just need to keep working on ways to help reduce that gap.
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#### Additional Factors

<b>What PD priorities do I have?</b>	I want to be better familiar with the online tracking components of GED test-takers. We are a testing site and are still working to solidify our process between testing, tracking and retaining students.
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Any additional factors to consider in planning my own professional learning?

I realize this is a project that needs to include more than myself- I will work to partner with all GED instructors to help better create a comprehensive program process for GED testing students.

## My Individual Professional Development Plan

Plan Time Period: 2019-2020 School Year

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?
Staying current on statewide initiatives and expectations	Emails, Webinars, trainings (Regional, Mgrs., SI, etc.)	multiple times per year	Each staff meeting will encompass and reinforce state initiatives and expectations by providing best practices, collaborating between instructors as well as bringing in outside presenters to offer advice. By helping teachers maintain current knowledge of the above it will help them better incorporate into their classes.	Program Mgr.
Maintain ongoing knowledge of SiD database and program reports	Webinars and best practices offered by Urban Planet	ongoing	Keeping accurate and current data will help both instructors and program stakeholder (Mgr./Mgmt. Team) make informed decisions on behalf of their students and site locations.	Program Mgr., Mgmt. Team
Tracking online GED reports/test-takers	Connecting with other programs to learn best-practices, routines and methods will help me solidify our process within WEST ABE.	Summer 2019	By the start of school I will have a process in place, supported with the GED instructors, to better track student online testing and the reports to support it.	GED testing teachers - I will know this has been accomplished when the process in place become routine for all and we are capturing the data of all test-takers in our program and at our testing site.

ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date