

Adult Basic Education Individual Professional Development (PD) Plan

Name	
Job title	Instructors
Primary duties	Primary responsibilities include: <ul style="list-style-type: none"> • Utilizing teaching methods and technologies to facilitate learning in literacy, GED preparation, English language instruction, and workforce readiness, as well as Adult Diploma completion • Assessing learner progress and adapting curriculum to meet individual goals • One instructor also serves as the Volunteer Coordinator for the consortium • One instructor is also a ServSafe instructor/proctor
Work site(s)	M-State, Ada-Borup-West School, Norman County East School, Waukon Dairy, Perham Tuffy's East 2 Warehouse, New York Mills School, Pelican Rapids Library, Rothsay School

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	Complete Adult Diploma 101 Training
	Complete ACES/TIF Training
	Complete CASA eTests Training and Implementation

My Consortium's PD Goals

What are my consortium's PD goals?

1. CASAS eTest training and implementation for all instructors and classroom locations across the consortium completed by December 2025.
2. ACES Foundations will be completed by 100% of new and existing instructional staff by September 2025.
3. Adult Diploma 101 Training completed by 100% of instructors across the consortium by December 2025.

My Work

What are my work priorities in the upcoming year?	Continue with trainings that will assist me with more effective instruction (Examples: Adult Diploma, ACES/TIF, CASAS e testing)
What am I already doing well with my current work?	All of our instructors keep up with required and recommended training and strive to implement new and creative teaching techniques to help our learners achieve their goals.

Student Data

What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)?	Our level gains are lagging, which we are aware of; therefore, we need to continue to improve our instruction methods and to keep up with our testing as soon as students are eligible for a post-test. New curriculum and updates in our online curriculum are also ways we can strengthen our instruction. Communication between staff is vital to ensure continuity and consistency in instruction.
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Additional Factors

What PD priorities do I have?	Complete training in Adult Diploma, ACES/TIF, and CASAS eTesting.
Any additional factors to consider in planning my own professional learning?	We all need to complete the three training sessions listed above, but we have unique individual PD needs as well, such as Cultural Competency Training, standards implementation, reading strategies, math instruction, and curriculum modification.

My Individual Professional Development Plan

Plan Time Period: July 1, 2024- June 30, 2025

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?
Adult Diploma 101 Training: Learn various ways to complete the competencies, procedures to follow, the ADP submission process, and how to meet the Level A-E Standards.	Take the Adult Diploma 101 online course through the Atlas website	Complete by June 30, 2025	I will integrate what I have learned into instruction with my Adult Diploma students to help them be more strategic and successful in completing their Adult Diploma, ensuring that they will learn the necessary skills to demonstrate skills at level E standards.	After completing the online course, I will feel more qualified and competent when working with Adult Diploma students. Students will produce work that meets the Level E Standards. I will feel confident assisting them in fulfilling the competencies at a high level.
ACES/TIF Training: I need further training to successfully implement the ACES skills (academic, career, and employability) into my curriculum.	Complete the ACES/TIF Foundations training through the online course on Atlas	Complete by September 30, 2025	ACES Foundations training will prepare me to offer better instruction with the integration of post-secondary education and training readiness, employability skills, and career readiness. TIF training provides the framework for integrating these skills into the curriculum at all levels of ABE.	When my curriculum shows integration of skills and standards to prepare students for post-secondary education and training readiness, employability skills, and career readiness. To measure this, I can use the ACES Observation Tool (Atlas website). This document assists instructors in keeping track of ACES implementation in the program.
CASAS e-Testing: I need to improve my knowledge and competency in using computer-based testing systems.	Complete the CASAS e-Test training offered through vendors and any other similar training options available	Complete by December 30, 2025	The integration of computer-based testing will improve and streamline our testing processes.	When I feel confident and qualified to administer computer-based testing to our students.

ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date