

Adult Basic Education Individual Professional Development (PD) Plan

Name	Support Staff Names: (1), (2), & (3)
Job title	Program Assistant and Paraprofessionals
Primary duties	<p>Program Assistant: (2)</p> <ul style="list-style-type: none"> • Coordinates daily administrative tasks, including scheduling meetings and training sessions. • Handles data entry into SiD for the entire consortium and ensures accurate, timely reporting of program outcomes and student performance. • Tracks and records all staff and volunteer training in SiD • Provides expertise and support in SiD for all LAEE sites • Assists with intake and tracks assessments of all students • Distance learning coordinator, overseeing all distance learning platforms and reporting • Assists with ensuring policy and reporting requirements compliance • Co-instructs and proctors ServSafe program. • Consortium co-advisor for Adult Diploma <ul style="list-style-type: none"> ○ Evaluates transcripts for ADP students • Assists instructors in the classroom and with testing <p>Paraprofessionals (Other Support Staff): (1) & (3)</p> <ul style="list-style-type: none"> • Assists with intake and assessment of new students • Provides assistance to teachers and administrative staff • Assists with routine tasks and event coordination • Conducts marketing outreach under the supervision of administrative staff • Grades assignments and proctors TABE and CASAS assessments • Participates in grant research and writing • Assists instructors with prep • Corrects student assignments • Enter assessment scores in SID
Work site(s)	M/State and Pelican Rapids Library, with plans to hire a para in Perham in the future.

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	TABE Assessment training
	Improve knowledge base in computer-based testing systems (e.g., CASAS eTest) and virtual professional development platforms to support flexible learning opportunities for staff.
	ABE Foundations

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?	<ul style="list-style-type: none">• To learn how to proctor the CASAS STEPS online for both reading and listening• To meet the 60% post-testing target for all participants• Help create an equitable and inclusive classroom
What am I already doing well with my current work?	<ul style="list-style-type: none">• Building strong relationships with students• Providing a welcoming and supportive environment for our students• Maintaining accurate student data, registrations, testing, and attendance data

Student Data

What does the data about students tell me (SiD “Level Gains with Post-Test Rates” Report, etc.)?	<p>The data indicates we are doing a good job serving students’ needs and making level gains. Although the post-test rate is low at 36% for students with 12 or more hours, over 75% of students with 40 or more hours have completed a post-test. These results suggest strong efforts are being made toward achieving the post-test rate goal and that progress is headed in the right direction.</p>
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Additional Factors

What PD priorities do I have?	CASAS Paper-Based Assessment training, improve knowledge base in computer-based testing systems (e.g., CASAS eTest) and virtual professional development platforms to support flexible learning opportunities for staff, and ABE Foundations
Any additional factors to consider in planning my own professional learning?	

My Individual Professional Development Plan

Plan Time Period: 2024-2025

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?
(1) CASAS Paper-Based Assessment training	By completing Modules 1 & 3 through CASAS online training	By June 2025	To assist classroom staff with correcting CASAS assessments.	When I can accurately score each CASAS assessment.
(2) Improve knowledge base in computer-based testing systems (e.g., CASAS eTest) and virtual professional development platforms to support flexible learning opportunities for staff.	By engaging in online training, and vendor-led training sessions for computer-based testing systems (like CASAS eTest).	By June 2025	By integrating computer-based testing into the classroom and utilizing virtual platforms to deliver professional development. This will streamline our testing processes and improve the delivery and accessibility of PD sessions for staff.	When we can operate, and troubleshoot the testing systems and PD platforms and receive positive feedback from staff regarding ease of use and effectiveness.
(3) ABE Foundations	By completing the ABE Foundations Online Course offered through ATLAS.	By June 2025	To gain an understanding of the ABE system in order to better serve both students and teacher/s.	When I complete the online course with a better understanding of the ABE system.

ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date