

Adult Basic Education Individual Professional Development (PD) Plan

Name	
Job title	Lead Instructor/Program Coordinator
Primary duties	<ul style="list-style-type: none"> • Oversees program activities to ensure desired outcomes, monitor effectiveness, and manage budgets and expenditures • Leadership of the LAAE consortium, developing programming, setting goals, objectives, and action plans • Oversees grant application process • Supervising, training, and evaluating personnel • Ensures compliance with policy and reporting requirements • Engages in networking and partnership development to enhance program services • Provides on-site instruction to LAAE enrolled learners • Consortium co-advisor for Adult Diploma • Oversee data collection, outcomes, and measures for program progress
Work site(s)	M/State, Room E103, Detroit Lakes, MN 56501

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	Hiring and training new instructors
	Monitoring and adjusting budget throughout the program year
	Time - Creating space for strategic development time when you are running the day-to-day operations of a program

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 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?	<p>Implement computer-based testing for eCASAS in classrooms.</p> <p>Write the ABE narrative and all required state and federal reporting due throughout the year.</p> <p>Ensure that students receive the best instructional services and support possible.</p> <p>Ensure that staff receive the support and resources they need to successfully do their jobs.</p> <p>To successfully complete my first year as an ABE Manager and face all the challenges associated with the new position.</p>
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What am I already doing well with my current work?	<p>Although I am very new to this position, I have been in ABE since 2018. I am building relationships with staff and students. I am supporting the staff by providing training and guidance, and working with them to implement procedures that will help staff better facilitate the one-room schoolhouse model.</p> <p>I am collecting and organizing evidence, creating each section and subsection, and creating a website for the ABE narrative. We are working on a new system for training new hires.</p>
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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 is currently below target expectations in all areas. We are working to improve testing procedures and focusing on regularly testing students who reach 40 hours.
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Additional Factors

What PD priorities do I have?	Ensuring all new and existing staff have completed all required training, and to provide training opportunities for additional PD as warranted.
Any additional factors to consider in planning my own professional learning?	

My Individual Professional Development Plan

Plan Time Period: July 1, 2024, to 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?
Effective Instructor Onboarding and Training: Learn best practices for hiring, onboarding, and mentoring new instructors to ensure consistent instruction and a smooth integration	Attend training and webinars on adult education leadership, attend manager meetings, and participate in mentorship program	By June 2025	I will integrate the strategies outlined in the suggested professional development pathways provided by Atlas into my current training and mentoring practices for new instructors.	When I observe measurable improvements in instructor performance and adaptation, as evidenced by positive student feedback and routine performance assessments.
Budget Management Techniques: Improve skills in monitoring and adjusting program budgets efficiently, so that resources are allocated strategically throughout the academic year while accommodating unexpected challenges.	By following the suggested professional development pathways provided by Atlas, and participating in targeted webinars and manager meetings	By June 2025	I will apply these techniques by using monitoring and forecasting methods in our existing budget processes, enabling allocation adjustments throughout the academic year and better management of unexpected financial challenges.	When we meet or exceed our financial targets, and receive positive feedback from our Community Ed Director and Finance Department.
Improve Technological Proficiency for PD and Testing: 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 their ease of use and effectiveness

ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date