

G. Support staff – e.g., intake, data or testing coordinator

Adult Basic Education Individual Professional Development (PD) Plan

Name	Cassandra Losh
Job title	Administrative Assistant
Primary duties	Compiles information, organizes data, and produces various reports detailing program participation. Maintain client files, and documentation. Assist with file audits and other compliance issues as they relate to the filing system. Assist in providing support services to clients,
Work site(s)	Offices out of DI Training Center

Preparation: Looking at the Data

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

My ABE PD Survey Results (Did not have access to survey)

List the 3 challenges you mentioned in your PD survey	Understanding of ABE’s mission, goals and requirements
	Ensuring all personal training needs have been met
	Improving access to GED services to help eliminate barriers

My Consortium’s PD Goals

What are my consortium’s PD goals?

1. Understanding of ABE’s mission, goals and requirements
2. All ABE staff completing needed trainings
3. Ensure New staff have completed trainings

My Work

What are my work priorities in the upcoming year?	Completing needed trainings, understanding SiD.
What am I already doing well with my current work?	Providing similar services, assisting team with administrative needs.

Student Data

What does the data about students tell me (SiD “Level Gains with Post-Test Rates” Report, etc.)?	35% of participants don’t have a diploma or GED. Many are willing and eager to get their GED, but unable to overcome barriers. Many students start out from a very low level. Many have a TBI that hampers ability. There is relatively little research and advice, but we have support of other departments (Pete Charpentier, MLBO HHS) in addressing their needs.
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Additional Factors

What PD priorities do I have?	Complete missing trainings.
Any additional factors to consider in planning my own professional learning?	Accessing trainings.

My Individual Professional Development Plan

Plan Time Period: June 2023-June 2024

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?
SiD (State ABE Database) Training	http://mnabe.org/accountability-reporting/data-system-sid	Within 1 week when available	Use to collect and record student data	Ability to use SiD
SPARC - Support Professional's Certificate	https://www.mnabeassessment.com/support-professionals-certificate	By July 2023	Better support ABE services	Use knowledge gained
Support Services Conference	https://www.mnabeassessment.com/support-services-conference	By June 2024	Be able to better serve ABE students	Acquire additional supportive services skills
Adverse Childhood Experiences (ACES)	Provided by Aanjibimaadizing	Within 1 year	Be able to better understand and serve clients	Understand impact of ACES

ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date