

H. Instructional staff – e.g., teacher

Adult Basic Education Individual Professional Development (PD) Plan

Name	All Lead Instructor/Trainers: Jess Crafton, Deb Cambell, Jen Garbio, Becky Clitso-Garcia, Ameliana Duran
Job title	Lead Instructor/Trainer
Primary duties	Design, implement, and teach educational programs for adults and youth, as well as develop and administer programs for adult continuing education.
Work site(s)	All Classrooms – DI Training Center, DII Office, DIII Evergreen and Aazhoomog Office, Urban Office

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 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 ABE
What am I already doing well with my current work?	Providing similar services, assisting clients with support services to overcome barriers

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?
ABE Foundations	https://atlasabe.org/key-activities/mn-adult-ed-staff/abe-foundations-online-course/	Renew By July 1, 2023	Ensure knowledge is current, gain new skills	Confirm knowledge is correct, use new skills
ACES (Academic, Career & Employability Skills) Foundations Online Course	https://atlasabe.org/key-activities/aces/	By July 1, 2023	Ensure knowledge is current, gain new skills	Confirm knowledge is correct, use new skills
CASAS Assessment Certification (5-years)	http://training.casas.org/	Renew when needed	Use regularly, will need to update certification	Certification is updated
Distance and Blended <i>Learning Basics Online</i> Course	https://www.literacymn.org/distancelearning	By July 1, 2023	Ensure knowledge is current	Confirm knowledge is correct
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
ACES TIF PLCs - Professional Learning Communities	https://atlasabe.org/key-activities/aces/aces-plcs/	By July 1, 2023	Improve transitions skills	Implement new skills
Standard Adult Diploma 101 Training	http://mnabe.org/abe-instruction/adult-diploma	By August 2024	Ensure knowledge of	Confirm knowledge is correct

Mille Lacs Band of Ojibwe Adult Basic Education (ABE) Consortium Narrative 2023-2028

			Adult Diploma is current	
ABE Summer Institute	https://literacyactionnetwork.org/summer-institute/	Summer 2023	Improve knowledge of MN ABE	Feel confident in process
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 on regular basis 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