

Adult Basic Education Individual Professional Development (PD) Plan

Name	
Job title	Roseville Adult Learning Center- Supervisor
Primary duties	1. Plan, organize, and direct the implementation of a district wide community education Roseville Area Learning Center. 2. Recruit, interview and recommend the hiring, continuation of employment and, when appropriate, discharge of staff both licensed and non-licensed. 3. Supervise program, support and supervisory staff by providing work direction and assignments, conducting performance reviews, and staff development. 4. Develop, recommend and manage program budgets; allocate resources equitably and efficiently including approval of expenditures. 5. Seeks funding through grants and other revenue sources. 6. Collaborate with teachers, administrators, adult students and others stakeholders for the purpose of implementing and maintaining a quality program. 7. Coordinate public relations outreach efforts to stimulate community interest and involvement in programs. 8. Establish annual goals and objectives in connection with Roseville Area Schools' priorities and community needs, review ongoing process and evaluate program effectiveness. 9. Collaborate with community partners to plan, organize and implement the Annual Career & Job Fair. 10. Participate in and help lead Metro East consortium wide efforts. 11 11. Initiate and maintain partnerships and cooperative relationships within the school district, private and public agencies, and organizations to meet community needs. 12. Ensure that the Roseville Area Learning Center curriculum meets the district's standards 13. and graduation requirements, is consistent with the high quality required for a Roseville 14. Area High School diploma, and prepares students for their future life roles. 15. Maintains knowledge regarding national and local legislative issues and promotes a position which positively represents Community Education and Roseville Area Schools. 16. Develops appropriate program procedures and maintains accurate program records for local, state and national reporting. 17. Provide leadership as a member of the department administrative team. 18. Build and maintain a positive work climate. 19. Keeps the Director of Community Education informed of important developments. 20. Additional duties as assigned.
Work site(s)	Roseville Adult Learning Center Anpétu Téča Education Center, Room 254 1910 County Road B West Roseville, MN 55113

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	Time
	Filtering priorities

My Consortium's PD Goals

What are my consortium's PD goals?

1. CCRS Implementation- finalizing ELA and shifting toward numeracy
2. Support of teachers and support staff in their PD goals.
3. Expansion of programming whether it be delivery (online) or focus (technology and career pathways)

My Work

What are my work priorities in the upcoming year?	Support of non EL adult learners- bringing in more TIF focused ideas to our credit recovery program, exploring AVID principles, flexible learning plans- HSE
What am I already doing well with my current work?	Shifting my responsibilities toward the classroom and focusing on the level of instruction and support our teachers get.

Student Data

What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)?	The data shows that classroom instruction is spot on, that our system for securing post tests needs to continue to improve, and if that is shored up, then our Post Test Rates will improve as well.
--	--

Additional Factors

What PD priorities do I have?	Getting our Apprentice and Manufacturing Program IET approved.
Any additional factors to consider in planning my own professional learning?	Time- my other district responsibilities can pull me in different directions but I want to have a greater impact on my ABE team.

My Individual Professional Development PlanPlan Time Period: 2025-2026*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?
AVID Principles	Roseville District AVID staff and leadership	Summer and into the fall.	Support of teachers as we implement AVID strategies to help adult learners be more successful.	If staff feel supported.
Equity and Inclusion	Roseville PD- Coaching For Equity	Summer and into the fall	Furthering my own equity journey as I use coaching and curiosity to help surface the reality of my teams epistemology.	It is an ongoing journey.
ABE Best Practices	Summer Institute	Summer Institute	1. Best practice in testing. 2. Best practices for instruction. 3. Visions for ABE moving forward.	

ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date