

## Document H: Dakota Prairie ABE Support Staff Professional Development (PD) Plan

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| Name           | Support Staff Names                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Job title      | Intake and Data Entry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Primary duties | <ul style="list-style-type: none"> <li>• Welcome and greet students and provide assistance with questions</li> <li>• Register new students and assist them with paperwork</li> <li>• Administer, proctor, and record student assessments in accordance with MDE guidelines</li> <li>• Enter student attendance, information, assessments, and program data into Student Information Database in a timely and accurate manner</li> <li>• Assist students with signing in</li> <li>• Answer phone calls and emails</li> <li>• Schedule appointments</li> <li>• Contact current, new and potential students and perform outreach</li> <li>• Type routine correspondence, letters, forms, or materials requested by manager</li> <li>• File forms, correspondence, lesson plans, assessments, student files, and other documents</li> <li>• Assist with preparing reports as requested by manager</li> <li>• Assist with preparing and distributing marketing materials as requested</li> <li>• Sort and distribute incoming and outgoing mail</li> <li>• Make copies and scan documents</li> <li>• Monitor and report any supply needs</li> <li>• Attend staff meetings</li> <li>• Attend approved professional development as requested</li> <li>• Assist teachers and substitutes when needed</li> <li>• Other duties as assigned</li> </ul> |
| Work site(s)   | Northfield Community Education Center and Tiger Legacy & Learning Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### 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 | Limited Hours and budget          |
|                                                       | Student Retention and Recruitment |
|                                                       | Distance Learning Platforms       |

## My Consortium's PD Goals

What are my consortium's PD goals?

- By September 2024, 100% of support staff will have completed CASAS STEPS Assessment Certification
- By September 2024, 100% of support staff will have completed TABE 11/12 Assessment Certification
- By September 2025, 100% of targeted staff will have completed ABE Foundations.
- By September 2026, create and implement a distance learning plan

## My Work

|                                                    |                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What are my work priorities in the upcoming year?  | <ul style="list-style-type: none"><li>• To become more knowledgeable about distance learning platforms and how to engage students with them</li><li>• To get everyone tested in STEPS</li><li>• To help build student retention</li><li>• To meet the 60% post-testing target for all participants</li></ul> |
| What am I already doing well with my current work? | <ul style="list-style-type: none"><li>• Building strong relationships with students</li><li>• Providing a welcoming, inclusive, and supportive environment for our students</li><li>• Maintaining excellent student records, registrations, testing, and attendance data</li></ul>                           |

## Student Data

|                                                                                                  |                                                                                                                                                                                                     |
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| What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)? | The data suggests that we are doing a good job of serving students' needs, making level gains, and post-testing. We have room for improvement among ABE-level students' post-testing and retention. |
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## Additional Factors

|                                                                              |                                                                                                                                                                                                                          |
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| What PD priorities do I have?                                                | <ul style="list-style-type: none"><li>• To increase my knowledge of DL platforms like MobyMax and to help students use them</li><li>• To become CASAS STEPS certified</li><li>• Student outreach and retention</li></ul> |
| Any additional factors to consider in planning my own professional learning? | The biggest limiting factor is our budget. We do not have the funds to support all of the PD we need. We are working hard to increase our hours so that we might have more funding next year.                            |

## My Individual Professional Development Plan

*Please refer to the PD needs and information collected on the previous page.*

In order to effectively address the Priorities listed above (Students, Staff, Narrative, Budget, and First-Year Challenges), I need to work on the following PD Goals:

| PD Goals                                                                                                                                             | PD Activities and Resources                                                                                                            |                                             | Application                                                                                           | Evaluation                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| What do I need to learn?<br>(Please be detailed.)                                                                                                    | How will I learn it?                                                                                                                   | When?                                       | How do I hope to use or<br>apply what I have learned?                                                 | How will I know I've learned<br>it?                                                                 |
| Current state-approved distance learning platforms, what platforms will work best for our program and for students who don't have a computer at home | Research programs on <a href="#">Literacy Minnesota</a> , attend webinars and trainings, and talk with other ABE staff and conferences | Next school year, if we have enough funding | Educate students and staff on DL platforms that will be user friendly for all levels of student users | When we are successfully enrolling and maintaining students in DL.                                  |
| How to assist with student retention                                                                                                                 | Talk with teachers, students, and other support staff members, attend webinars                                                         | Ongoing                                     | To help increase our overall contact hours and improve our post-testing and MSG rates                 | When we have successfully increased the percentage of students we have with 40+ hours.              |
| How to proctor the new CASAS STEPS tests                                                                                                             | Complete the <a href="#">CASAS STEPS</a> certification training                                                                        | This year                                   | To proctor the new CASAS Steps tests with all new and existing students                               | When we have successfully transitioned to the new CASAS Steps testing system ahead of the deadline. |