

Adult Basic Education Individual Professional Development (PD) Plan

Name	
Job title	Program Manager
Primary duties	● Comply with district, state and federal policies ● Supervise staff ● Hire, onboard, evaluated staff ● Develop and maintain program budget ● Decide on program calendar ● Decide on program offerings ● Collaborate with Workforce Development, Inc., RCTC, other community partners and employers.
Work site(s)	Hawthorne Education Center 700 4th Ave SE Rochester, MN 55904

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	Increase ESL level gains
	Having the funding to keep updating the programs technology
	Creating new career pathways opportunities for students: getting these pathways IET approved. Continually looking for grant funding to help run career pathways programming.

My Consortium's PD Goals

What are my consortium's PD goals?

1. Implement EBRI strategies into curriculum and instruction as well as train support staff in administering the DRA
2. Continue to work on implementing the CCRS, ACES/TIF and Northstar Digital standards into programming.
Provide standards training opportunities and resources to all staff.
3. Sustain current career pathways courses and explore new opportunities.
4. Implement retention ideas and strategies.

My Work

What are my work priorities in the upcoming year?	● Complete the program narrative to ensure the continuation of funding. ● Increase ESL level gains percentage by analyzing CASAS Steps data, providing collaboration time for teachers to develop curriculum. ● Secure grant funding for the Bridges to Career programming. ● Replace outdated technology. ● Replacing and training staff that will be retiring. ● Create time in my schedule to support staff and students
What am I already doing well with my current work?	● Collaboration between Hawthorne with WDI, RCTC and community employers ● Maintaining the budget ● Implementing the CCRS, ACES/TIF and Northstar standards into the program

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Student Data

What does the data about students tell me (SiD “Level Gains with Post-Test Rates” Report, etc.)?	The data shows that measurable skills gains for the ESL students has been steadily declining. Our post testing rate is 68.8% which is below the state average of 74.3%. This year we are post testing monthly. Our retention rate for ESL students is also below the state average. This is an area we need to improve. The ABE student data for level gains and retention is always above the state average. I believe this is due to our college and training career pathways classes.
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Additional Factors

What PD priorities do I have?	• Complete the narrative, upload the narrative to our webpage so it can be accessed by all • Attend the 2025 COABE conference: bring back new ideas and best practices • Focus on promoting numeracy
Any additional factors to consider in planning my own professional learning?	• Budget challenges • Time

My Individual Professional Development Plan

Plan Time Period: 2024-2025

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?
I need to learn the requirements for writing the narrative. I need to create a narrative timeline for myself and staff.	- Attend the Narrative Writers' Workshop - Review past narratives - Collaborated with colleges	10/09/2024 June 2024 ongoing	I want to understand all the components of the narrative. I want complete a successful narrative that showcases the work being done at Hawthorne	I will get a score from the peer reviewers.
Understand evidence based reading instruction and how this would look in the classrooms Learn how to administer the DRA test to students	Attend the EBRI cohort training Schedule and attend the DRA training	Sept - Dec 2024 Oct 29th, 2024	I want to use this knowledge when I evaluate teachers. I will help with the DRA testing	I will know that I learned it when I can identify EBRI strategies being used in the classrooms Successfully completing DRA testing with students
Review how to develop a single set of learning objectives for an IET class. Research new IET class opportunities	Attend a SSLO in-person training at state held PD event or review online materials on the Atlas website	Summer 2025	I hope to be able to write and submit for approval new IET classes	IET class submissions will be approved by the state of mn

ABE Staff Member Signature

ABE Manager/Supervisor Signature

10 - 23-2024

Date