

Adult Basic Education Individual Professional Development (PD) Plan

Name	XXXXX
Job title	ABE Teacher
Primary duties	Teaching GED, Teaching Levels 1 & 2 ESL, & Workforce Readiness
Work site(s)	Community Education Center, Worthington, MN

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	Increasing students' English vocabulary
	Time to finish the recommended trainings
	Enrolling every student in a distance learning program and ensuring their participation.

My Consortium's PD Goals

What are my consortium's PD goals?

1. Build Distance Learning program – enroll all students in at least one online distance learning program
2. Complete one domain of the Equity Rubric
3. Pronunciation/Conversation development with English language learners

My Work

What are my work priorities in the upcoming year?	To use technology to advance students' learning
What am I already doing well with my current work?	To maintain students' interest, I use reading, writing and speaking activities daily. My students are actively engaged in their learning throughout the classes.

Student Data

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What does the data about students tell me (SiD “Level Gains with Post-Test Rates” Report, etc.)?	Looking at the SiD Level Gains with Post-Test Rates, it will indicate which students are meeting NRS targets and which are not. In looking at the data for this class, the level gains and post-test rates are being met.
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Additional Factors

What PD priorities do I have?	Ongoing training in the distance learning platforms used by my students.
Any additional factors to consider in planning my own professional learning?	

My Individual Professional Development PlanPlan Time Period: September 2026 – May 2027*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?
To increase students' English vocabulary, I will use distance learning programs. I need to work on learning and understanding the programs	I will familiarize myself about the programs. I will seek counsel from ABE distance learning professionals.	This will be ongoing, beginning in September 2019.	I will encourage students to use these programs, especially when classes are on long breaks.	I'll know that I've learned it when I'm able to resolve program questions from the students.
I need to continue to use CCR Standards in my lesson planning, and find ways to share my lesson plans with the rest of the staff.	I participated in the CCRS cohort in 2017-18, so basically need to continue to build on the knowledge gained through that.	I will continue to use the CCRS lesson plan template to remind myself to incorporate the standards into all of my lessons.	I will share the lesson plans with my co-workers. The plans will incorporate community events and classes being offered.	I'll know that I've accomplished the goal if the teachers use the information and students are finding success in their classes.
To use Schoology to promote learning English. How to create student accounts, upload lessons, create quizzes in Schoology.	I'll seek the advice of the school's technology department, and talk with co-workers about their use of Schoology. I'll read and watch videos.	This will be ongoing, beginning in September 2019.	I will upload one assignment weekly and create one new quiz weekly (per class). On E-Learning days, I will upload the day's assignment, making it available for all students to complete from home.	I'll know that I've accomplished this goal when I become comfortable using the program and students are able to benefit from the Schoology activities. Also, when students have received and completed an assignment on an E-Learning Day.

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ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date