

Adult Basic Education Individual Professional Development (PD) Plan

Name	
Job title	Assistant Director
Primary duties	Leader of the Adult Education Department
Work site(s)	Hopkins, St. Louis Park, Minnetonka, Wayzata

My Individual Professional Development Plan

Plan Time Period: 24-25

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?
eTesting Implementation	Meetings with Linda Keller Visit to Metro North CASAS Training DRC Training	Weekly Meetings with eTest Roll Out Team	We will roll out eTesting in phases. Detailed calendar with roll out plan and training. Students will successfully eTest. Development of internal training and presentation to staff	By May, AOIE is fully eTesting
Emerging Trends and in IET and Career Pathways	Colleague collaboration – Metro South IET Workshops Student and Staff data	Weekly Meetings Sept - February	Submit a strong IELCE proposal	Grant funded July 1, 2025
Refine position description in Community Ed without a Director in place.	On the job.	Weekly Community Ed Leadership meeting with colleagues. Bi-weekly meetings with Cabinet.	Ensure CE is represented in K-12 and district partnership is strengthened.	Evaluate as we go and at the end of the year with self-reflection and in discussion with colleagues and district leadership what is working and what we can continue to improve.