

Document I: Dakota Prairie ABE Instructional Staff Professional Development (PD) Plan

Name	Instructional Staff Name
Job title	ABE Teacher
Primary duties	• Teach ABE classes in accordance with Minnesota Department of Education Adult Basic Education Content Standards. • Create and develop daily lesson plans for students, volunteers, and substitutes, and provide direction for volunteers, using Lakeville ABE curriculum. • Monitor and assist students in meeting their goals, developing skills, and making Measurable Skill Gains on assessments, and adapt as necessary. • Integrate digital literacy into lessons as appropriate. • Utilize state-approved distance learning platforms, assign lessons and homework, and integrate into regular instruction. • Teach individuals who have a wide range of first languages and formal education levels. • Collect, record and report student information in a timely manner. • Initiate and engage in regular student outreach. • Communicate with students regarding any schedule changes. • Collaborate in a professional manner with ABE staff and volunteers to ensure that student and program needs and goals are met. • Assist ABE Manager with MDE and other reporting requirements related to instruction. • Participate in staff meetings and Professional Learning Communities. • Participate in ABE professional development. • Other duties as assigned.
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	Varying levels of ability in the same classroom
	Tight budget and limited resources
	Multiple roles

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?	• To ensure that my students receive the best instruction and support possible • To increase student retention • To incorporate distance learning in my instruction
What am I already doing well with my current work?	• I have good relationships with students and know their individual strengths, challenges, and learning styles, and have excellent classroom volunteers. • I've learned so much about ABE in my first year of teaching and have adapted and grown along with my other team members. • I've grown my class's contact hours and have surpassed those of last year.

Student Data

What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)?	This data tells me that we struggled with ABE MSGs last year and that this is something we need to focus on, but we are improving. We have rebounded from the pandemic years and have grown our contact hours and level gains.
--	--

Additional Factors

What PD priorities do I have?	Strategies for teaching in a one-room schoolhouse, student retention, and learning about the different distance learning platforms available.
Any additional factors to consider in planning my own professional learning?	Limited hours and resources

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? (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?
The foundations of ABE	Complete ATLAS ABE Foundations course	Within first 12 months of hire	To gain a greater understanding of the Adult Basic Education system in Minnesota	When I have completed and passed the course.
The ABE Content Standards	Attend trainings related to the three ABE Content Standards of CCRS, TIF, and Digital Literacy at Language & Literacy Institute, Summer Institute, or Math Institute.	Within the first 3 years and as allowed by the budget	To gain a greater understanding of the knowledge and skills adult students need to successfully transition to employment, post-secondary education or training, and/or increased engagement in the community.	When we have a higher percentage of students with level gains
How to create and implement a distance learning plan to supplement my students' in-class instruction	Complete Distance and Blended Learning Basics for Minnesota Adult Education through Literacy MN or other DL trainings	2026	I hope to learn about some of the most commonly used distance learning platforms like MobyMax, how to assign lessons, and encourage students to participate.	When we have increased our DL hours