

Adult Basic Education Individual Professional Development (PD) Plan

Name	Shuai Sheng
Job title	ABE Clerical Level IV
Primary duties	Student intake and enrollment, ordering office and school related supplies, student post testing, bank statements, phone inquiries, online registration
Work site(s)	Diamondhead Education Center: Burnsville School for Adults

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	Burnsville has a staff change this year and has a new person in the daytime clerical role.
	He will need support and training in: CASAS, SID, district finance/budget documents and codes, payroll, post-testing, etc.
	He will need guidance, support, and time to learn all the pieces of the role.

My Consortium's PD Goals

What are my consortium's PD goals?

1. ISD ONE91 ABE students will increase their MSG (measurable skill gains) in literacy or math, utilizing the MDE-mandated CASAS Reading and Math Tests (minimum 40 student hours) The students' measurable skill gains in literacy, math, or digital literacy will increase from 47% in 2022-2023 to 49% in 2023-2024
2. Provide a warm, welcoming school environment for all students and staff.
3. Provide/attend a two-part training for ABE Teachers and volunteers to learn more about writing routines and assessments across all levels and provide a training on differentiation of materials for students of various levels and support new and existing ABE Teachers in their learning and understanding of ABE CCRS, TIF, and NSDL standards

My Work

What are my work priorities in the upcoming year?	1. Learn more about SID, use SID records and forms for enrollment and post-testing 2. Become a certified CASAS Proctor 3. Learn and use our 191 district's budget UFARS Codes to manage bank statements 4. Learn and use our 191 district's payroll system to manage hourly employees timecards 5. Be able to successfully communicate with and enroll students who register using the online registration form and become familiar with our Burnsville School for Adult's website. 6. Become familiar with our school's amazon account, and other websites used to order our office supplies
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	7. Form relationships with colleagues on the ABE Team and in other district departments: HR, Finance, Technology, etc. 8. Form relationships with new and existing ABE Students and help them through the enrollment process
What am I already doing well with my current work?	• I am new in this role, starting in August 2023. I'm in a temporary 1 year long term sub position • I'm also a former student, who attended many classes in this school for 2 years. I earned numerous Northstar Digital Literacy Certifications, passed ¾ of my GED subject tests, passed the Para Pro Praxis Test, and completed several levels of ESL classes. • Shuai is doing an exceptional job in his new role. He provides a warm, inviting welcome to each student who walks in our door. He offers them encouragement and explains all of our class opportunities to them. • We have had the busiest year yet, with over 250 new students being enrolled in just the first two months of school. • He has learned many new processes in a very short time. • He has an extremely strong work ethic and is passionate about helping others. • Shuai also speaks Mandarin Chinese and is able to translate for many students!

Student Data

What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)?	We would like to improve our ESL MSGs and post testing rates this year. We would like to improve our student retention and persistence rates as well. I can help improve these rates by being organized and thorough with our post-testing procedures, and I will encourage students to attend classes regularly.
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Additional Factors

What PD priorities do I have?	Because I'm a new staff member and new to this side of ABE (after being a student), I have many new processes to learn this year.
Any additional factors to consider in planning my own professional learning?	I would like to make sure that I keep up to date with SID training and any other training my manager would like me to attend. **April 2024 Update: I completed proctor and fraud training with the Department of Vehicular Services (DVS) so that I could become a third party proctor to proctor the Class D Knowledge Exam at our site.

My Individual Professional Development Plan

Plan Time Period: August 2023-June 2024

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?
Become certified to administer CASAS Work and Life and CASAS Goals Tests	CASAS Implementation Training	8.11.2023	- To complete CASAS initial testing for student enrollment - to complete CASAS post-testing for our students quarterly for students with 40+ hours	- I will successfully and independently be able to conduct CASAS testing, including: appraisal, scoring, and entering the data into SID - I will successfully be able to conduct post testing, using the correct testing form, for each eligible student - I will create a week's long schedule to allow for post-testing for each of our in person, hyflex, hybrid, and online classes
- Learn to use and navigate SID, pull reports, enroll students, assist teachers with attendance, problem solve, etc. - Learn how to organize student post-testing for the entire school by pulling post-test and level gain reports in SID - Learn how to pull up our online registration forms, enter them into SID, and contact students to come in to complete the	The program coordinator (Susan) and the former ABE Clerical (Kathy Linder) will set up training sessions for me	- Multiple training sessions in August with Susan - Training with Kathy Linder on 8.17.23	- I will use SID on a daily basis for enrolling new and existing students, pulling reports, and assisting teachers with SID requests - I will use the online registration forms that I receive by email and enter the information into SID	- new and existing students will be successfully entered into our program, using SID - students who register online will be successfully entered into SID and contacted to come in to complete enrollment by taking a CASAS test

enrollment process by taking a CASAS test.				
- Learn about our district's UFARS Code System and how to code our purchases and income in our monthly bank statements - How to use Skyward for entering payroll and budgeting documentation 191 Clerical Training	191 Accounting and Compliance Coordinator: Jarrod Leake 191 Accounts Receivable Specialist: Julie Zellmer	- multiple trainings and meetings in August, September, and ongoing 2023-2024 8.29.23	I will use this knowledge to comply with district finance requirements to complete monthly banking and skyward documents	I will successfully complete the monthly banking and skyward documents for Burnsville School for Adults, using the correct UFARS codes and submitting all required receipts and documentation
SRP: Standard Response Protocol Training	191 Community Education Director: Jason Sellars 191 Facilities Coordinator: Kyle Hinrichsen - Burnsville Police Department	8.28.23 11.7.23 - ongoing after each drill	I will learn how to conduct my part(s) in our SRP Drills: Hold, Evacuate, Secure, Lockdown, and Shelter	I will successfully follow the SRP protocol during each drill and use the walkie-talkie to communicate ABE's location and status during each drill
Zoom Phone Training	191 Technology Director: Rachel Gorton 191 Data Integration Specialist: Drew Wolke	August 2023 and ongoing	I will learn how to navigate our new district phone system, being able to listen to voicemail, transfer calls to my laptop, transfer calls to other users, etc.	I will successfully use our new Zoom phones in a variety of ways

ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date