

Adult Basic Education Individual Professional Development (PD) Plan

Name	
Job title	Student Advisor/Volunteer Coordinator
Primary duties	Advise new and current students, assist with scheduling for classes. Recruit, orient, schedule and manage volunteers to assist teachers in classes.
Work site(s)	

Preparation: Looking at the Data

Please consider these questions before completing the grid on the next page.

List 3 primary challenges you are facing in your adult education work.	Dealing with ongoing and changing barriers to learning (online vs. in person: transportation issues, childcare needs, public assistance requirements, job changes, ICE surge, weather, etc).
	Students facing needs for outside resources (rent assistance, food assistance, public benefits, etc), and balancing those needs and navigating the requirements.
	Onboarding and training and management of new and current volunteers

My Consortium's PD Goals

What are my consortium's PD goals

1. Increase SPCLC programs' capacity to use distance learning and increase proxy hours from distance learning.
2. Increase support for new coordinators and managers in SPCLC
3. Offer additional ways that SPCLC teachers can connect to one another and grow in their practice.

My Work

What are my work priorities in the upcoming year?	Continue to help students meet their educational needs and overcome barriers in a world of ongoing change.
What am I already doing well with my current work?	Help students navigate learning opportunities to help make them more effective citizens, parents and/or employable individuals.

Student Data

What does the data about students tell me (SID "Level Gains, MSGs, and Post-Test Rates" Report, etc.)?	We are on track with our post test rates (60.8) and we are close to reaching our goal for level gains 33.7 and goal is 36.8, so having a flexible, yet structured intake/assessment system seems to be working.
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Additional Factors

What PD priorities do I have?	• Gain a better understanding of the current and changing education requirements with childcare assistance and public benefits programs. • Learn how to effectively use AI in my work, both for my needs as well as better understand how students can make use of it ethically. • Continue to learn how to effectively use and run reports with SID, both for student and volunteer management and reporting.
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Any additional factors to consider
in planning my own professional
learning?

no

My Individual Professional Development Plan

Plan Time Period: 4/16/2026 - 5/16/2027

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?
Gain a better understanding of any current or changing public benefits requirements that affect our students in order to better serve our learners.	- Attend the SNAP, MFIP and Healthcare in Minnesota session at the Spring Statewide Virtual Conference - Recommend a similar presentation at the SPARC conference in November 2026 and attend it.	4/17/2026 Nov 13, 2026	With a better understanding of MFIP, SNAP and Childcare Assistance requirements asked of students, I can better serve our learners' needs.	Attend sessions and implement what I learn in my practice.
Learn how to effectively use AI in my work, both for my needs as well as better understand how students can make use of it ethically.	Attend Support Staff Coffee Break Session: "AI to Analyze Data"	May 15, 2026	By experimenting with and implementing AI in my daily tasks as needed.	If the task is successfully completed (using AI instead of the way I would have usually done it).
Continue to learn how to effectively use and run reports with SID, both for student and volunteer management and reporting.	Attend SID session at the SPARC conference in November and complete reports such as the annual volunteer report and testing	Nov 13, 2026	If I'm able to efficiently prep for, and complete the reports (Volunteer Annual Report and materials to prepare it, testing reports, etc).	If I successfully complete the reports.

	reports for teachers as requested.			
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ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date

4/16/2026