

Adult Basic Education Individual Professional Development (PD) Plan

Name	
Job title	Senior Program Specialist
Primary duties	<ul style="list-style-type: none"> Support staff for RAE. Greet students in person and via phone. Answer any questions they have regarding the college program. Schedule appointment. Conduct Intakes and Assessments for the college program. Technology support and onboarding. Create certificates and transcripts. Proctor for Accuplacer, Northstar, and Master Teacher.
Work site(s)	Hawthorne Education Center 700 4th Ave SE Rochester, MN 55904

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	Achieve the students NRS Level gains target percentages.
	Learn new technology quickly to be able to support teaching staff and students.
	Having the funding to purchase more Chromebooks and retrieving borrowed devices back from students.

My Consortium's PD Goals

What are my consortium's PD goals?

1. Implement EBRI strategies into curriculum and instruction as well as train support staff in administering the DRA
2. Continue to work on implementing the CCRS, ACES/TIF and Northstar Digital standards into programming.
Provide standards training opportunities and resources to all staff.
3. Sustain current career pathways courses and explore new opportunities.
4. Implement retention ideas and strategies.

My Work

What are my work priorities in the upcoming year?	<ul style="list-style-type: none"> Learn how to use Google Sites to create a website for the narrative Compile and organize narrative information and add them to the narrative website for all to access Improving skills and knowledge to advance professionally to a coordinator when an opportunity arises. Learn more about how it works to collaborate with our partners like Workforce development or the local college in more detail from a coordinator prospective
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	<ul style="list-style-type: none"> ● Attend leadership meetings to learn more about our program operations and to gain leadership experience
What am I already doing well with my current work?	<ul style="list-style-type: none"> ● I am dedicated to creating a warm and welcoming environment to students and staff ● I am always willing to help and collaborate with any tasks that are needed by our team ● I am very organized through the use of spreadsheets and record keeping ● I have the ability to work independently with minimal supervision ● I am tech savvy and able to solve tech issues and figure out issues that did not occur in the past

Student Data

What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)?	The data shows that we need to work on increasing our post testing rate since it is at 68.8%. I think this is due to students dropping classes before being able to get post testing which in turn means that we need to work on increasing our retention rates. We also need to improve on our ESL level gains percentage.
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Additional Factors

What PD priorities do I have?	<ul style="list-style-type: none"> ● Acquire the knowledge about Google Sites to create a website for the narrative. Compile the information, organize it and add it to the website. ● Attend leadership meetings to learn more about our program operations and to gain leadership experience ● Learn how to collaborate with our partners at Workforce development and our local college
Any additional factors to consider in planning my own professional learning?	<ul style="list-style-type: none"> ● Having the time for the PD opportunities while doing my daily work duties ● The availability of PD sessions and the availability of other team members if looking for hands-on training.

My Individual Professional Development Plan

Plan Time Period: 2024-2025

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?
How to create Google Site and organize it to use it for the narrative.	I will watch tutorials on Youtube.	October 2024	I need this to create the narrative website	I will get reviews and suggestions from my peers.
Learn how our program operates and gain more leadership experience	Attend leadership meeting on site and off-site	January 13th 2025-June 30th 2025	This will help me gain leadership experience to advance professionally to a coordinator if an opportunity arises	Providing more ideas and solutions and taking the lead in helping our program manager with any task.
Learn how the collaboration with our partners like Workforce Development and our local college work in more depth.	Learn from our current college coordinator	March 1st-June 30th 2025	This will help me gain the experience to help students reach their goals and remove any barriers that they have that might hinder them in reaching these goals.	Being able to help students with their goals and be able to help them overcome their barriers

ABE Staff Member Signature

ABE Manager/Supervisor Signature

01/21/2025

Date