

Section Three: Professional Development and Training

Narrative Items

<i>Label</i>	<i>Description</i>
3.4	Describe how the consortium supports professional development (PD) for staff. Address the following: • What is the process for determining PD needs and priorities at both the consortium and individual staff level? • Does the consortium require any professional development beyond the requirements of the Adult Education Staff Training Policy? • How does the consortium ensure all staff are aware of appropriate PD opportunities? • What is the amount and percent of total funding that the consortium sets aside or uses for professional development? The process for determining PD needs derives from program year goals, and input from staff gathered through Lead Teachers (informally) and Assistant Director (both informally and formally through an end-of-year survey). In the 24-25 Program Year for example, implementing eTesting was a major goal. Therefore, staff meetings required time for the official eTest Online Certification, and internal processes and procedure training. The consortium does not require any professional development beyond the requirements of the Adult Education Staff Training Policy. Staff are made aware of appropriate PD opportunities by receiving the ABE Connect Newsletter, and a monthly Adult Options in Education Memo from the Assistant Director that underscores relevant PD opportunities. 2% of total funding of the consortium is used for PD. 14 hours of Collaborative Team Time (PLC) are required annually. In addition to this, teachers are paid to attend the annual Language and Literacy Institute and option to attend Summer Institute. Teachers are compensated for completion of the Teacher Development Evaluation process at their FTE * \$1,600.