

Adult Basic Education Support Staff Professional Development (PD) Plan

Name	
Job title	ABE Specialist
Primary duties	Distance Learning Coordinator, Consortium Standard Adult High School Diploma Advisor, Virtual Intake and Enrollment Specialist
Work site(s)	Remote

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	

My Consortium's PD Goals

What are my consortium's PD goals?

- 1.
- 2.
- 3.

My Work

What are my work priorities in the upcoming year?	
What am I already doing well with my current work?	

Student Data

What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)?	
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Additional Factors

What PD priorities do I have?	
Any additional factors to consider in planning my own professional learning?	

My Individual Professional Development Plan

Plan Time Period: July 1, 2023 to June 30, 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?
Best practices for virtual intakes	Webinar/panel discussion	By April 2024	To better serve both our students and our other teachers	I will be more proficient in virtual intakes
Khan Academy implementation	Webinar	By December 2023	To incorporate Khan Academy classes into our ADP program	I will successfully utilize Khan Academy in the development of our ADP program
Implications of GED data—how to track students, how to reach out to them, etc	Webinar/GED blog	By April 2024	To improve our GED program by identifying students who have yet to complete their GED	Our GED program will have more students

ABE Staff Member Signature

Kirsten Fuglseth
ABE Manager/Supervisor Signature

10/17/2023
Date