

Adult Basic Education Individual Professional Development (PD) Plan

Name	N/A
Job title	Management Information Systems Assistant
Primary duties	The MISA performs duties required to meet the state and federal Adult Basic Education Assessment and reporting mandates. The MISA is required to structure SID for the entirety of the ABE Duluth ISD 709 program; whilst maintaining attendance and numerous general office management responsibilities on a consistent basis.
Work site(s)	Duluth Adult Education

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	Extend knowledge of Google Workplace.
	Strengthen fluency & knowledge of SID: Reporting, Assessment rules & details, more!
	Continue to recognize and understand the challenges our students face.

My Consortium's PD Goals

What are my consortium's PD goals?

1. Improve DAE staff comfort and proficiency with technology to complete their work tasks and support student acquisition of digital literacy skills.
2. Improve DAE staff ability to address student challenges specifically in mental health, chemical dependency, ADHD, brain injuries, differentiation, individualized learning, and one room schoolhouse approach.
3. Ensure compliance to MNABE professional development policy and suggested professional development.

My Work

What are my work priorities in the upcoming year?	I want to continue learning in SID. I want to be more of an "expert" than a "user". I want to make sure my organizational systems are all working efficiently.
What am I already doing well with my current work?	I am organized in many ways to handle the flexibility needed for this position! I am a happy face for our incoming students new & returning! I am so glad they are here!

Student Data

What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)?	As the gal that manages that data- thus I am well aware of the need to be on top of: monitoring our students that need testing on a monthly basis, communicating to the teachers in a timely manner to make this happen and printing monthly reports for our DAE Manager that reflect our student activity within our consortium.
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Additional Factors

What PD priorities do I have?	To be current with professional development opportunities that are needed for the data work that I do.
Any additional factors to consider in planning my own professional learning?	Not necessarily- in my role I am fortunate that I have email reminders about possible PD development through multiple organizations that are applicable to my work (MNABE, SID, etc.)

My Individual Professional Development Plan

Plan Time Period: 8/1/2025-6/30/26

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?
<u>Technology- Google Workspace Training:</u> Continue my efforts to educate myself in the details of what the Google Workplace can offer me in all the details I manage.	Select relevant trainings offered: MN ABE PD YouTube Channel Google Applied Digital Skills	7/1/25-6/30/26	In my everyday activities to help organize more challenging aspects.	Good question! As Google Workplace is constantly evolving and changing, I am not sure anyone can "learn it"! But I surely can learn about tools that would help support my work and USE these tools.
<u>Student Challenges:</u> You'd think that being at the front of our program and not teaching would mean I am not interactive with our student body- but I am quite involved! I would like to continue to understand the challenges our students face in our school.	MN ABE PD Calendar	7/1/25-6/30/26	Gain new information on challenges students face and how I can assist in accommodation within my position.	Also a good question- I think it is more of a matter of being sensitive to issues I might not already be aware of. I believe being aware and ready to use new ideas is a representation of new learning.
<u>MNABE PD Compliance:</u> Continually expanding my understanding of the SID platform: polishing my skills, gathering knowledge and keeping an organized information file on what I learn in SID.	Select relevant trainings offered: MN ABE PD Calendar - Attend all SID Zoom Webinars that are offered by MNABE/SID: i.e: Data Clean-up webinars, etc.	7/1/25-6/30/26	I really appreciate the webinars as it is time to ask the experts questions. After the webinar, I make sure to locate the google slides and print them for future reference. I continue to grow my SID binder. Monthly, I create reports to check data and the accuracy of what I do.	Understanding and Managing data correctly in SID reflects consistent reporting and user understanding. This learning is always ongoing!

ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date