Adult Basic Education Individual Professional Development (PD) Plan

Name	N/A
Job title	Adult Education Coordinator
Primary duties	Oversee programing, policies, procedures, and reporting to ensure student success and alignment with state and federal requirements.
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	Attracting and retaining students.
	The pressure of increasing contact hours year to year to maintain funding.
	Offering programming and curriculum that meets the diverse and individual needs of students.

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?	• Continue marketing, outreach, and partnerships to increase contact hours to ensure adequate funding. • Connecting staff to resources to gain more insight on student challenges. • Create some systems to track marketing, professional development, and equity data. • Creating more staff community and touch points • Get online CASAS up and running
What am I already doing well with my current work?	• Keeping staff informed through weekly staff email • Keeping students and community informed through monthly newsletter • Creating systems to monitor budget, contact hours, quality measures, and monthly tasks

Student Data

What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)?	• Level gains and post-test rates for ELL/ESL students needs to be monitored and improved.

	● Post-surveys completed by students indicate teachers and staff do a phenomenal job overall. The lowest ranked category was clarity of the path to their goal, so improving this could be a focus. ● Many students complete Step 1 to indicate their interest, but a large percentage do not come in person to complete Step 2 and get enrolled. Closing this gap could be a focus.

Additional Factors

What PD priorities do I have?	● Improving technology skills to help with creating systems ● Improving marketing strategies ● Getting online CASAS implemented
Any additional factors to consider in planning my own professional learning?	● Time and budget

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?
Technology- improve knowledge of google sheets to track and analyze data.	• MN ABE PD YouTube Channel • Google Applied Digital Skills	7/1/25-6/30/25	Create a marketing contacts database, analyze and track equity data, and create a system to track revenue, spending, and assist with forecasting for budgeting	Creation of three google sheets: marketing, equity, and budgeting
Student Challenges- To learn more about student challenges specifically in mental health, chemical dependency, ADHD, brain injuries, differentiation, individualized learning, and one room schoolhouse approach and how to connect teachers and staff to training in these areas.	• MN ABE PD Calendar • Duluth Public Schools professional development when relevant	7/1/25-6/30/25	I hope to share relevant resources with teachers and staff to help them meet their PD goals	Teachers and staff will meet their PD goals
Compliance- To create and learn a system of tracking, reporting, and planning professional development of staff.	• MNABE Policy • MNABE PD Opportunities • MN ABE PD Calendar	7/1/25-6/30/25	I hope to use this system to monitor staff professional development on an ongoing basis to have multiple touch points with staff per year on their goals.	The system is created.

ABE Staff Member Signature	ABE Manager/Supervisor Signature	Date