Adult Basic Education Individual Professional Development (PD) Plan – Support Staff

Name	■■■■■
Program Role	Corrections Teaching Assistant
Work Assignment	MCF-Lino Lakes
Consortium	MN Department of Corrections/Walter Maginnis High School
Date Completed	05/25/2016

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	Addressing the needs of students who are only in the classroom for a short period of time.
	Adapting to the different procedures and rules in terms of the youthful offender population.
	Limited opportunities for teaching assistant training.
What specific knowledge and/or skills did you rate as priorities?	Knowledge of new MARCS programming.

My Consortium's PD Objectives

What are my consortium's PD objectives?

1. Implement consortium-wide classroom instruction observation and evaluation using both peer and supervisory models.

2. Align College and Career Readiness Standards (for Adults) with instructional objectives in all ABE classes.

3. Imbed instructional hardware and software, online learning, and digital literacy at all levels of instruction.

My Work

What are my work priorities in the upcoming year?	Register for webinars and/or training regarding the "new" MARCS, and get better acquainted with special student populations.
What am I already doing well with my current work?	Processing intake at the facility and keeping accurate records in current database programming.

My Students' NRS Data

What does the NRS data for my students tell me (looking especially at Tables A, 4 and 4B)?	Improvements in either math or reading levels at all levels is needed.

Additional Factors

Any additional PD priorities I have?	Learn basics of special education intake to be an effective back up to the primary special education intake coordinator.
Any additional factors to consider in planning my own professional learning?	It appears that there may be less resources available DOC-wide for PD so we may need to find creative and less costly ways to accomplish the goals.

My Individual Professional Development Plan

Valid Dates: 2016-2017

Please refer to the PD needs and information collected on the previous page.

PD Objectives	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?
Gain expertise in the new ABE database (replacing MARCS) when it is implemented.	DOC Training and implementation; Formally on June 29, then ongoing with other consortium users.	Summer 2016 to fall 2016	To ensure data is accurately and timely inputted. I will use this database on a daily basis.	Feedback at end of the year. My site's ABE data will be "clean" and accurate, with minimal errors.
Understand the details of DOC "Youthful Offender" policies, procedures and practices.	Attend a youthful offender team meeting to gain a comprehensive understanding. Review policies as they relate to youthful offenders.	Fall of 2016	When covering the classroom and enforcing policies as they relate to that population.	Documentation is accurate, and I am better able to interact with that population as determined by peers and supervisor.
Learn how to conduct Special Education intake for students with IEP's.	Shadow current special education intake coordinator. Collaborate with special education instructor.	Winter 2016-17	In a back-up capacity and at intake when communicating with offenders.	SpEd files and intake are handled correctly and timely.

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ABE Staff Member Signature   ABE Coordinator/Supervisor Signature   Date