Local Professional Development Plan

**Grantee Name**:

**AEL Contract Number**:

**Completed By**:

# Purpose

This template is to be used to complete AEL Deliverable Local Professional Development Plan. This is a three (3) phase process to assist in the development and implementation of a locally designed Professional Development (PD) Plan that focuses on continuous quality improvement through an organized and systematic framework, which supports and is in alignment with the organization’s overarching goals and objectives as identified in the Detailed Project Plan (AEL Deliverable). This framework should be the result of collaboration between all levels of local AEL staff, including the provider’s PD Coordinator*.* The framework includes two primary activities:

* Measuring and assessing the performance of your organization(s) through the collection and analysis of data and
* Conducting quality improvement PD initiatives and acting where indicated, including the design of PD specifically relative to improvement of existing services.

# Instructions

Director and PD Coordinator(s) should designate a team to analyze PD needs within your area. Some recommended members include the Director, Program Coordinators, PD Coordinator, Instructional Lead, Lead for Distance Learning, TCALL PD Specialist, and TWC Program Support Specialist. If a consortium, plan development might include representatives from all sub-providers. You should plan a regular meeting with your designated team, at minimum a quarterly meeting to review and revise the needs of the plan as warranted based on data analysis, feedback, or need.

Fill out each phase of the plan below, if a section is not applicable, place “NA” in the space dedicated.

*Submit to* [*aelcontracts@twc.texas.gov*](mailto:aelcontracts@twc.texas.gov) *and copy your TWC Program Specialist and your TCALL PD Specialist****,*** *using this naming convention:* TWC Grant number\_Grantee name or Acronym\_Grant type (231 or 243)\_PD Plan

***Please place contract number and deliverable name in subject line.***

Program’s PD Team:

|  |  |  |
| --- | --- | --- |
| Name | Title | Email |
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## Phase 1: Identify Improvement Goals

Identify the needs of your program by examining such sources of information such as TEAMS student data, including performance data, monthly performance reports, enrollment, average contact hours, gains across all domains, HSE attainment, enrollment and completion in postsecondary education or training programs, and employment. Other data including data from college or workforce partners can be included.

* Look at the data from different perspectives i.e. Program, Provider, Site, Class, Training, etc.
* Look at data in terms of class type i.e. ESL, ABE, Transitions, IET, EL Civics, Work-based Literacy, etc.
* Look at data in terms of funding source i.e. Basic AEL (AEFLA), Work Based (AEFLA), IET (EL Civics), ESL for Professionals (EL Civics), Basic AEL (Corrections), etc.

Then identify specific SMART goals associated with improving in areas of concern or need. You may want to use the goals created for your Detailed Project Plan that apply to professional development for this phase.

## Phase 2: Determine Professional Learning Activities to Support Each Goal

As you think about the activities you will implement to support each goal, consider the initial training or activities you will put in place as well as any follow-up activities that will help deepen the learning and/or apply the learning to practice (e.g. mentorship from another program, committees specific to improving in each area, peer networking, classroom observations, etc..).

## Phase 3: Determine Your Plan for Implementing Professional Development Activities Required in Rule

The state rules for professional development are found in §805.21, these are meant to be requirements for specific positions to support quality PD in areas related to job function. It is up to your leadership team to determine how to meet these mandated requirements in the context of achieving improvement goals. All goals should have a specific timeline and activities should address the availability of staff to meet individual goals as they pertain to overall program enhancement and improvement.

Plan Development

## 1: Improvement Goals

**Instructions:** Below is an *example* of how to complete the fields. Delete the example and input our own language as it relates to your identified goals. Create as many rows as needed to properly address each goal with corresponding activities. Use your Detailed Project Plan SMART Goals that apply to Professional Development to assist in this section.

| **Goal No.** | **SMART GOALS** | **STAFF** | **RATIONALE** | **SPECIFIC RESOURCES NEEDED** |
| --- | --- | --- | --- | --- |
| 1 | Improve student retention/persistence by 20% measured by number of participants reaching 12 hours by 3rd quarter | Coordinators, Supervisors, Instructional Leads, Career Navigators | We are losing hundreds of students before they get to 12 hours. Need to determine why this is happening and improve program quality | Trainer with knowledge and proven strategies in this area. Committee with combination of instructors and coordinators and career navigators. Orientation/Intake appraisal and revision if needed |
| 2 | Improve MSG 1A attainment in ABE/ASE by 20% by increasing instructional content knowledge. Evaluate MSG data each quarter after training. | Instructors and Instructional Leads | Data shows that 75% of students with enough hours to post-test are not making a gain in these areas when post-tested. Need stronger, more effective contextualized curriculum to support academic success | Curriculum evaluation; Instructor training in content areas – either through TCALL or local trainers. |
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## 2: Professional Learning Activities

**Instructions:** Below are some *examples* of activities that may relate to identified goals. Delete the examples and input your own language as it pertains to your planned activities. Create as many rows as needed to list all activities specifically associated with meeting your identified goals.

| **Goal**  **No** | **Initial Activities** | **Follow-up Activities (as appropriate)** |
| --- | --- | --- |
| 1 | Schedule retention focused PD event for September and January –contract with trainer Be specific with the training being requested | Hold program wide meeting 2 weeks after activity for report out discussion and committee building |
| 1 | Using Self-Assessment for Improvement | Develop and send out student satisfaction surveys regularly. Go over results in committee meeting and develop next steps for using information to improve student retention |
| 2 | MTA English Language Arts Modules, one a month, starting in September until all 6 are complete | Instructors, Instructor Leads, and collaborative teams will view and reflect on how the modules are improving classroom instruction based on MSG data. |
| 2 | <Activity related to meeting Goal 2> | Follow up activities |
| 3 | <Activity related to meeting goal 3 > | Follow up activities |
| 3 | <Activity related to meeting goal 3 > | Follow up activities |
| 3 | <Activity related to meeting goal 3 > | Follow up activities |
|  |  |  |

## 3: PD Required by Rule

**Instructions:** Below are some *examples* of areas of PD that are required for some staff positions. Please list all the PD activities/events that you will schedule to ensure that all staff meet state requirements per §805.21. Attached you will find a Staff Qualifications and Training document to help you plan based on staffing levels across all positions.

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| --- |
| **State-mandated PD Hours** |
| Principles of Adult Learning *-- Ex: Schedule 3 F2F trainings throughout year (October, January, and April)*  Content Specific Learning—*Ex: Math, Reading, Writing and Language –Schedule 6 F2F trainings*  TEAMS training—*Ex: Schedule a F2F TEAMS for Teachers, promote various online options for data entry staff*  Proctor attunement—*Ex: Schedule 2 opportunities each for TABE 11/12 and Best Plus/Literacy* |
|  |

Director Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_