Required Position	Some responsibilities
Recommended for all positions	• These trainings are not position specific but include important information everyone should know.

Director	• effectively lead and be responsible for:
	    ○ program oversight,
	    ○ service delivery,
	    ○ reporting,
	    ○ compliance
	    ○ and overall program and fiscal accountability.

Lead for Performance Accountability	• effectively lead grant Performance Accountability including data management and reporting • manage compliance with the Texas AEL Assessment Guide, applicable AEL and WD letters, and other performance requirements • support coordination of data collection and performance reporting for Discretionary Innovation Projects funded by the Agency to expand new service options, as applicable • serve as the point of contact for staff for program and/or consortia, if applicable, questions related to accountability, assessment, and data management; and • submit questions to the Agency related to accountability, assessment, and data management, as necessary.
Lead for Quality Assurance	• lead auditing and observation of work to evaluate compliance with policies and procedures and adherence to grant requirements to include regular audit of both student & staff files to ensure compliance w/minimum TWC standards in areas of eligibility, assessment, and accurate data entry • development of and adherence to Standard Operating Procedures, handling of PERSONALLY IDENTIFIABLE INFORMATION (PII) • provide ongoing technical assistance to all staff in areas of compliance and program improvement or enhancement
Instruction and Curriculum Lead	• effectively lead and coordinate program curriculum and instruction, inclusive of face-to-face (on-site) and remote learning. • coordinate or develop specialized curriculum for Career Pathway models, including coaching instructors and guiding overall service delivery including implementation of the current and future Texas AEL Content Standards and guidance related to Career Pathways
Lead for Distance Learning and Digital Navigation	• effectively lead Distance Learning, Digital Literacy, and other Educational Technology efforts for the program, including participant and staff access to online PD

Career Navigator	• act as a customer and organizational liaison between Workforce Solutions Offices, Vocational Rehabilitation Services, community and technical colleges, other training entities and local employers • provides support for Career Pathways objectives including customer recruitment, career guidance, transition, and retention support, and successful completion of training and job placement, including, but not limited to, customers in Career Pathways models. • assist in connecting participants with internal departments and/or community partners in order to complete their career pathway to college and/or employment. • understand the importance of tracking all progress related to participant outcomes as they relate to WIOA performance measures • facilitate participant achievements through tracking, coordination w/instructors & ongoing support services intervention
Performance Development Coordinator	• collaborate with PD Center and Agency staff as necessary to ensure that PD needs of the AEL Grant Recipient are met • coordinate PD planning, implementation, and documentation to ensure staff meet PD requirements and are trained to support program performance and compliance. • work with the PD Center(s) to develop the AEL Grant Recipient's strategic PD plan for continuous improvement • submit contextualized and/or specialized curriculum and other replicable resources developed by the program to the PD Center(s) and other discretionary innovation projects as directed by the Agency for inclusion as an available resource for other AEL programs • coordinate PD planning, implementation, and documentation as directed by the Agency in the event that the AEL Grant Recipient is placed on an AEL Technical Assistance Plan or other corrective action. • inform Director of concerns in retention, attrition and EFL gains & offer strategies to improve where needed
TEAMS Specialist	• manage user access and terminations from the system • add, edit or modify security roles and permissions • ensure that all security requirements are met prior to access being permitted • may also assist in the development of local Tier One Trainings to support better data management and integrity

After clicking on hyperlink, they should be taken to the chart below:

Required Position	Recommended Trainings in the PD Portal	Recommended Communities of Practice
Recommended for all positions	All AEL Fundamentals PERSONALLY IDENTIFIABLE INFORMATION (PII) TEAMS Basics Technical Assistance Cluster	

	TEAMS Data Entry Technical Assistance Cluster Disability Awareness series: Introducing Disability Laws: What It Means for AEL Providers Teacher Tuesday: Understanding Disabled Student Experiences Bottom-Line Benefits of Vocational Rehabilitation Services	
Director	New Director's Training Session 1: Overview and Quality Hub Manager Monday: Creating a Quality AEL Program Starts with the Heart Manager Monday: Overview of Texas AEL Testing Guide Teacher Tuesday: Comprehensive Assessment: Unlocking Student Success GED Series Part 1: GED Overview/Review (Informational) ABCs of MSGs Parts 1, 2 and 3 Teacher Tuesday: MSG Report - There Can Be a Method to the Madness Manager Monday: AEL Reporting in Tableau Manager Monday: Integrated Education and Training from Policy to Practice Manager Monday: Working Better Together: The Word Soup of Career Pathways Teacher Tuesday: Periods of Participation (POP) Report Teacher Tuesday: Intake and Orientation at a Distance Manager Monday: Using Distance Learning to Increase MSGs Workforce Wednesday: Building Employer Relationships for Employment Outcomes	Standard Operating Procedures Program Management Institute TEAMS and Accountability CoP

	Workforce Wednesday Capturing Career Services – the who, what, when, how & why part 1 and 2	
	Manager Monday: Employee Search & Interviewing Skills for Administrators	
	Manager Monday: Workplace Wellness- A proactive approach to supporting employee productivity and retention	
	Manager Monday: Leaders as Teachers Goal-Driven learning	
Performance Accountability	Teacher Tuesday: Comprehensive Assessment: Unlocking Student Success	Accountability & TEAMS - Community of Practice
	Manager Monday: Staffing and Comprehensive Assessment	
	Effective Case Management: Key Concepts and Managing Effectiveness	Standard Operating Procedures - Community of Practice
	Manager Monday: Overview of Texas AEL Testing Guide	
	GED Series Part 1: GED Overview/Review (Informational)	Performance Accountability and Quality Assurance CoP
	ABCs of MSGs Parts 1, 2 and 3 Teacher Tuesday: MSG Report - There Can Be a Method to the Madness Teacher Tuesday: Utilizing the MSG report	
	Manager Monday: AEL Reporting in Tableau	
	Teacher Tuesday: Periods of Participation (POP) Report	
	Manager Monday: Integrated Education and Training from Policy to Practice	
	Teacher Tuesday: Intake and Orientation at a Distance	
	Manager Monday: Using Distance Learning to Increase MSGs	
	TWC Monitoring Information Session (QA/PA support)	

	Workforce Wednesday Capturing Career Services – the who, what, when, how & why part 1 and 2	
Quality Assurance	Manager Monday: Creating a Quality AEL Program starts with the heart Teacher Tuesday: Comprehensive Assessment: Unlocking Student Success Manager Monday: Staffing and Comprehensive Assessment GED Series Part 1: GED Overview/Review (Informational) ABCs of MSGs Parts 1, 2 and 3 Teacher Tuesday: MSG Report - There Can Be a Method to the Madness Teacher Tuesday: Utilizing the MSG report Manager Monday: AEL Reporting in Tableau Manager Monday: Overview of Texas AEL Testing Guide Teacher Tuesday: Periods of Participation (POP) Report Manager Monday: Integrated Education and Training – from policy to practice Teacher Tuesday: Intake and Orientation at a Distance Distance Learning Academy: Module 1 (Nuts and Bolts) Manager Monday: Using Distance Learning to Increase MSGs TWC Monitoring Information Session (QA/PA support) Workforce Wednesday Capturing Career Services – the who, what, when, how & why part 1 and 2	Standard Operating Procedures - Community of Practice Performance Accountability and Quality Assurance CoP
Instructional Lead	Teacher Tuesday: Comprehensive Assessment: Unlocking Student Success Goal-Driven Learning	Adult Education and Literacy Instruction Community of Practice

		Holy Hippocampus: How Adults Learn	HSE Instructor Community
		Effective Case Management: Key Concepts and Managing Effectiveness	
		Open Educational Resources Enhance Literacy Adult Learning	
		ABCs of MSGs Parts 1, 2 and 3	
		Teacher Tuesday: MSG Report – There can be a method to the madness	
		Teacher Tuesday: Periods of Participation (POP) Report	
		Manager Monday: Overview of Texas AEL Testing Guide	
		Manager Monday: New NRS Test Options – Important Details Program Administrators Should consider	
		GED Series Part 1 and 2	
		Focusing Instruction in the GED Classroom	
		Teacher Tuesday: Intake and Orientation at a Distance	
		Distance Learning Academy: Module 1 (Nuts and Bolts) Manager Monday: Using Distance Learning to Increase MSGs	
		Building an Engaging Remote Classroom: Keep Them Coming Back!	
		Using the Change Agent Resources to Teach Writing	
		Using the Change Agent Resources to Teach Reading	
		Manager Monday: Culture of Inclusion	
		Manager Monday: Leadership training for Adult Leaders	
		Teacher Tuesday: Instructional Coaching	
		Teacher Tuesday: Family and Civics Content Standards	

	Teacher Tuesday: Free Math Tutoring For Students - Introducing the MACC	
	Workforce Wednesday: Strengthening the "Civics" in IET EL Civics	
	Workforce Wednesday: Teaching Students to Navigate the new Work-In-Texas (WIT)	
	Workforce Wednesday: Engaging Students with Motivational Interviewing	
	TX AEL Content Standards: Unpacking and applying the Standards	
	TX AEL Content Standards: Backward Design and Lesson Planning	
Distance Learning Lead	Teacher Tuesday: Comprehensive Assessment: Unlocking Student Success	DL & Tech Integration Institute - Community of Practice
	Goal-Driven learning	
	Effective Case Management: Key Concepts and Managing Effectiveness	
	Holy Hippocampus: How Adults Learn	
	Building an Engaging Remote Classroom: Keep Them Coming Back! (Webinar)Distance learning academy modules	
	Distance Learning Academy Modules 1-3	
	DL and TEAMS	
	ABCs of MSGs Parts 1, 2 and 3	
	Teacher Tuesday: MSG Report – There can be a method to the madness Teacher Tuesday: Periods of Participation (POP) Report Manager Monday: Overview of Texas AEL Testing Guide Manager Monday: New NRS Test Options – Important Details Program Administrators Should consider	

	Manager Monday: Using Distance Learning to Increase MSGs	
	Teacher Tuesday: Intake and Orientation at a Distance	
	Teacher Tuesday: Free Math Tutoring for Students - Introducing the MACC	
	Teacher Tuesday: Retention in the time of remote instruction	
	TX AEL Content Standards: Unpacking and applying the Standards	
	TX AEL Content Standards: Backward Design and Lesson Planning	
Career Navigator	Teacher Tuesday: Comprehensive Assessment: Unlocking Student Success	Career Pathways - Community of Practice
	Effective case management: key concepts & managing effectiveness	
	Goal-Driven learning	
	Holy Hippocampus: How Adults Learn	
	Workforce Wednesday: Career Exploration (part 1-3)	
	LINCS: Adult Career Pathways: Designing Contextualized Instruction: 1 Understanding Contextualized Instruction	
	LINCS: Adult Career Pathways: Designing Contextualized Instruction: 2 Building Contextualized Lessons	
	LINCS: Adult Career Pathways: Designing Contextualized Instruction: 3 Overcoming Development Challenges	
	Distance Learning Academy: Module 1 (Nuts and Bolts)	
	Workforce Wednesday: Making Cents of Career Pathways	
	Manager Monday: Working Better Together: The Word Soup of Career Pathways	

	Manager Monday: Rebranding your IET	
	Manager Monday: Integrated Education & Training from policy to practice	
	Manager Monday: New Career Pathways Implementation Plans	
	Workforce Wednesday: Building Employer Relationships for Employment Outcomes	
	Workforce Wednesday: Teaching students to navigate the new WorkInTexas	
	Workforce Wednesday: Destination Employment - GPS to Job Success	
	Workforce Wednesday: Vis-à-vis Visas and citizenship	
	Workforce Wednesday: Workforce preparation activities	
	Workforce Wednesday: Career Navigator Perspective - Working with ITPs	
	ABCs of MSGs Parts 1, 2 and 3	
	Teacher Tuesday: MSG report there can be a method to the madness	
	Teacher Tuesday: Periods of Participation (POP) Report	
	Tracking Service Success after exit: Employment Outcomes	
	(Also consult with Career Pathways Professional Development Center for additional recommended trainings not in the PD Portal)	
PD Coordinator	Manager Monday: Creating a quality AEL program starts with the heart	PD Coordinators - Community of Practice
	Effective case management: key concepts & managing effectiveness	
		PD Portal Support - Community of Practice
	Manager Monday: Leaders as Teachers	

	Goal-Driven learning Manager Monday: Workplace Wellness- A proactive approach to supporting employee productivity and retention Holy Hippocampus: How Adults Learn Open Educational Resources Enhance Literacy Adult Learning Teacher Tuesday: Re-Energized and Re-Motivated Together TX AEL Content Standards: Unpacking and applying the Standards TX AEL Content Standards: Backward Design and Lesson Planning	
TEAMS Specialist	Teacher Tuesday: Comprehensive Assessment: Unlocking Student Success In addition to the TEAMS trainings that are recommended for everyone, please also consider the following: TEAMS Data Entry: Participant Data (this is a face-to-face training) TEAMS and Data Analysis for Program Improvement (this is a face-to-face training) Teacher Tuesday: Periods of Participation (POP) Report Teacher Tuesday: MSG Report - There Can Be a Method to the Madness Manager Monday: AEL Reporting in Tableau	