

Recommended Professional Development for TWC Required Positions

| Required Position | Some Responsibilities |
|---|--|
| <u>Director</u> | <ul style="list-style-type: none"> • effectively lead and be responsible for: <ul style="list-style-type: none"> ○ program oversight, ○ service delivery, ○ reporting, ○ compliance ○ and overall program and fiscal accountability. |
| <u>Performance Accountability</u> | <ul style="list-style-type: none"> • 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. |
| <u>Quality Assurance</u> | <ul style="list-style-type: none"> • develop SOPs that align with state standards and ensure those SOPs are being followed • conduct a regular audit of both student & staff files to ensure compliance with minimum TWC standards in areas of eligibility, assessment, and accurate data entry • work in tandem w/ Performance Accountability Lead • handle regulating of PII • provide ongoing technical assistance to all staff in areas of compliance and program improvement or enhancement |
| <u>Instructional Lead</u> | <ul style="list-style-type: none"> • effectively lead and coordinate program instruction, including coaching new and existing instructors and guiding overall service delivery, including implementing the Texas AEL Content Standards. |
| <u>Distance Learning Lead</u> | <ul style="list-style-type: none"> • effectively lead Distance Learning, Digital Literacy, and other Educational Technology efforts for the program, including participant and staff access to online PD. |

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| Career Pathways Navigator | <ul style="list-style-type: none"> • 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 with instructors & ongoing support services intervention. |
| Professional Development Coordinator | <ul style="list-style-type: none"> • collaborate with PD Center and Agency staff as necessary to ensure that the 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 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 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 the Director of concerns in retention, attrition, and EFL gains & offer strategies to improve where needed |

After clicking on a hyperlink, they will then be taken to the chart below:

| Required Position | Recommended Trainings in the PD Portal | Recommended Communities of Practice |
|------------------------|---|--|
| <p>Director</p> | <p>AEL Fundamentals</p> <p>Goal-Driven Learning</p> <p>PII</p> <p>Understanding Principles of Adult Learning</p> <p>TEAMS Basics Technical Assistance Cluster</p> <p>TEAMS Data Entry Technical Assistance Cluster</p> <p>GED Series Part 1: GED Overview/Review (Informational)</p> <p>Manager Monday: Leaders as Teachers</p> <p>Manager Monday: Recruit to Retain</p> <p>Manager Monday: Creating a Quality AEL Program Starts with the Heart</p> <p>Manager Monday: TEAMS MSG Management Report for Administrators</p> <p>Manager Monday: Workplace Wellness – A Proactive Approach to Supporting Employee Productivity and Retention</p> <p>Manager Monday: Integrated Education and Training from Policy to Practice</p> <p>Manager Monday: Working Better Together: The Word Soup of Career Pathways</p> <p>Manager Monday: Overview of Texas AEL Testing Guide</p> <p>Teacher Tuesday: MSG Report – There can be a Method to the Madness</p> <p>Teacher Tuesday: Periods of Participation (POP) Report</p> <p>Teacher Tuesday: Intake and Orientation at a Distance</p> <p>Workforce Wednesday: Building Employer Relationships for Employment Outcomes</p> | <p>Standard Operating Procedures</p> <p>Program Management Institute</p> <p>TEAMS and Accountability CoP</p> |

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| Performance Accountability | <p>AEL Fundamentals</p> <p>Effective Case Management: Key Concepts and Managing Effectiveness</p> <p>PII</p> <p>Understanding Principles of Adult Learning</p> <p>GED Series Part 1: GED Overview/Review (Informational)</p> <p>Manager Monday: TEAMS MSG Management Report for Administrators</p> <p>Manager Monday: Workplace Wellness – A Proactive Approach to Supporting Employee Productivity and Retention</p> <p>Manager Monday: Integrated Education and Training from Policy to Practice</p> <p>Manager Monday: Staffing and Comprehensive Assessment</p> <p>Manager Monday: Overview of Texas AEL Testing Guide</p> <p>Teacher Tuesday: MSG Report -There can be a method to the madness</p> <p>Teacher Tuesday: Periods of Participation (POP) Report</p> <p>Teacher Tuesday: Utilizing the MSG report</p> <p>Teacher Tuesday: Measuring Student Outcomes Just Got Easier (Part 1 and 2)</p> <p>Teacher Tuesday: Intake and Orientation at a Distance</p> <p>TEAMS Basics Technical Assistance Cluster</p> <p>TEAMS Data Entry Technical Assistance Cluster</p> <p>TWC Monitoring Information Session (QA/PA support)</p> <p>New TEAMS Trainings Overview</p> | <p>Accountability & TEAMS - Community of Practice</p> <p>Standard Operating Procedures - Community of Practice</p> <p>Performance Accountability and Quality Assurance CoP</p> |

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| Quality Assurance | <p>AEL Fundamentals</p> <p>Best Practices for Hybrid Distance Learning</p> <p>DL Academy Module 1: Nuts and Bolts</p> <p>PII</p> <p>Understanding the Principles of Adult Learning</p> <p>GED Series Part 1: GED Overview/Review (Informational)</p> <p>Manager Monday: Creating a Quality AEL Program Starts with the Heart</p> <p>Manager Monday: Integrated Education and Training – from Policy to practice</p> <p>Manager Monday: TEAMS MSG Report for Administrators</p> <p>Manager Monday: Staffing and Comprehensive Assessment</p> <p>Manager Monday: Overview of Texas AEL Testing Guide</p> <p>Teacher Tuesday: MSG report there can be a method to the madness</p> <p>Teacher Tuesday: Periods of Participation (POP) Report</p> <p>Teacher Tuesday: Intake and Orientation at a Distance</p> <p>Teacher Tuesday: Measuring Student Outcomes Just Got Easier (Part 1 and 2)</p> <p>TEAMS Basics Technical Assistance Cluster</p> <p>TEAMS Data Entry Technical Assistance Cluster</p> <p>TEAMS: Data Interpretation & Reports</p> <p>TWC Monitoring Information Session (QA/PA support)</p> <p>New TEAMS Trainings Overview</p> | <p>Standard Operating Procedures - Community of Practice</p> <p>Performance Accountability and Quality Assurance CoP</p> |

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| Instructional Lead | <p>AEL Fundamentals</p> <p>Best Practices for Hybrid Distance Learning</p> <p>Effective Case Management: Key Concepts and Managing Effectiveness</p> <p>Focusing Instruction in the GED Classroom</p> <p>GED Series Part 1 and 2</p> <p>Goal-Driven Learning Attunement</p> <p>Holy Hippocampus: How Adults Learn</p> <p>Open Educational Resources Enhance Literacy Adult Learning</p> <p>PAL</p> <p>PII</p> <p>Understanding Principles of Adult Learning</p> <p>Building an Engaging Remote Classroom: Keep Them Coming Back! (Webinar)</p> <p>Texas Style TABE 11/12 and CLAS-E Remote Test Administration for Texas (PY 2022-2023)</p> <p>TX AEL Content Standards: Unpacking and Applying the Standards</p> <p>TX AEL Content Standards: Backward Design and Lesson Planning</p> <p>Using the Change Agent Resources to Teach Writing</p> <p>Using the Change Agent Resources to Teach Reading</p> <p>Manager Monday: Culture of Inclusion</p> <p>Manager Monday: Leadership Training for Adult Leaders</p> <p>Manager Monday: Using Distance Learning to Increase MSGs</p> <p>Manager Monday: Overview of Texas AEL Testing Guide</p> | <p>Adult Education and Literacy Instruction Community of Practice</p> <p>HSE Instructor Community</p> |

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| Instructional Lead | <p>Teacher Tuesday: Instructional Coaching</p> <p>Teacher Tuesday: Family and Civics Content Standards</p> <p>Teacher Tuesday: Intake and Orientation at a Distance</p> <p>Teacher Tuesday: Free Math Tutoring For Students - Introducing the MACC</p> <p>Teacher Tuesday: MSG Report – There can be a Method to the Madness</p> <p>Teacher Tuesday: Periods of Participation (POP) Report</p> <p>Teacher Tuesday: Measuring Student Outcomes Just Got Easier (Part 1 and 2)</p> <p>Workforce Wednesday: Strengthening the “Civics” in IET EL Civics</p> <p>Workforce Wednesday: Teaching Students to Navigate the new WorkInTexas</p> <p>Workforce Wednesday: Engaging Students with Motivational Interviewing</p> <p>TEAMS Basics Technical Assistance Cluster</p> <p>TEAMS Data Entry Technical Assistance Cluster</p> | |
| Distance Learning Lead | <p>AEL Fundamentals</p> <p>Best Practices for Hybrid Distance Learning</p> <p>Beyond just remote teaching: Deeper engagement in online learning</p> <p>Building an Engaging Remote Classroom: Keep Them Coming Back! (Webinar)Distance learning academy modules</p> <p>Goal-Driven learning</p> <p>Holy Hippocampus</p> <p>PII</p> | DL & Tech Integration Institute - Community of Practice |

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| Distance Learning Lead | <p>Understanding Principles of Adult Learning</p> <p>TX AEL Content Standards: Unpacking and applying the Standards</p> <p>TX AEL Content Standards: Backward Design and Lesson Planning</p> <p>Manager Monday: Using Distance Learning to Increase MSGs</p> <p>Manager Monday: Overview of Texas AEL Testing Guide</p> <p>Teacher Tuesday: Intake and Orientation at a Distance</p> <p>Teacher Tuesday: MSG Report – There can be a method to the madness</p> <p>Teacher Tuesday: Periods of Participation (POP) Report</p> <p>Teacher Tuesday: Measuring Student Outcomes Just Got Easier (Part 1 and 2)</p> <p>Teacher Tuesday: Free Math Tutoring for Students - Introducing the MACC</p> <p>Teacher Tuesday: Retention in the time of remote instruction</p> <p>TEAMS Basics Technical Assistance Cluster</p> <p>TEAMS Data Entry Technical Assistance Cluster</p> | |
| Career Navigator | <p>AEL Fundamentals</p> <p>Effective case management: Key Concepts & Managing Effectiveness</p> <p>Goal-Driven Learning</p> <p>Pll</p> | Career Pathways - Community of Practice |

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|-------------------------|--|-------------------------------------|
| Career Navigator | <p>Understanding Principles of Adult Learning</p> <p>Holy Hippocampus: How Adults Learn</p> <p>LINCS: Adult Career Pathways: Designing Contextualized Instruction: 1 Understanding Contextualized Instruction</p> <p>LINCS: Adult Career Pathways: Designing Contextualized Instruction: 2 Building Contextualized Lessons</p> <p>LINCS: Adult Career Pathways: Designing Contextualized Instruction: 3 Overcoming Development Challenges</p> <p>DL Academy Module 1: Nuts and Bolts</p> <p>TX AEL Content Standards: Unpacking and applying the Standards</p> <p>Manager Monday: Working Better Together: The Word Soup of Career Pathways</p> <p>Manager Monday: Rebranding your IET</p> <p>Manager Monday: Integrated Education & Training from Policy to Practice</p> <p>Manager Monday: New Career Pathways Implementation Plans</p> <p>Teacher Tuesday: MSG report there can be a method to the madness</p> <p>Teacher Tuesday: Periods of Participation (POP) Report</p> <p>Workforce Wednesday: Career Exploration (Parts 1-3)</p> <p>Workforce Wednesday: Building Employer Relationships for Employment Outcomes</p> <p>Workforce Wednesday: Teaching students to navigate the new WorkInTexas</p> <p>Workforce Wednesday: Destination Employment - GPS to Job Success</p> | |

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| <p>Career Navigator</p> | <p>Workforce Wednesday: Making Cents of Career Pathways</p> <p>Manager Monday: New Career Pathways Implementation Plans</p> <p>Workforce Wednesday: Students' Life Pathways-Contextualizing Student Learning and Engagement</p> <p>Workforce Wednesday: Vis-à-vis Visas and citizenship</p> <p>Workforce Wednesday: Workforce preparation activities</p> <p>Workforce Wednesday: Career Navigator Perspective - Working with ITPs</p> <p>TEAMS Basics Technical Assistance Cluster</p> <p>TEAMS Data Entry Technical Assistance Cluster</p> <p>Tech and Tell: 21st Century workplace skills (3parts)</p> <p>Tech and Tell: TWC LMCI Career Resources</p> | |
| <p>PD Coordinator</p> | <p>AEL Fundamentals</p> <p>Effective Case Management: Key Concepts & Managing Effectiveness</p> <p>Goal-Driven learning</p> <p>PII</p> <p>Understanding principles of Adult Learning</p> <p>Holy Hippocampus: How Adults Learn</p> <p>TX AEL Content Standards: Unpacking and applying the Standards</p> <p>TX AEL Content Standards: Backward Design and Lesson Planning</p> <p>Manager Monday: Creating a quality AEL program starts with the heart</p> <p>Manager Monday: Leaders as Teachers</p> | <p>PD Coordinators - Community of Practice</p> <p>PD Portal Support - Community of Practice</p> |

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|--------------------------|--|--|
| PD Coordinator | Manager Monday: Workplace Wellness- A proactive approach to supporting employee productivity and retention TEAMS Basics Technical Assistance Cluster TEAMS Data Entry Technical Assistance Cluster New TEAMS Trainings Overview | |