COMMUNITY EDUCATION
adult academic

___Adult Basic Education___   ___Support Staff Personal Professional Development Plan___   ___2014-2015___

SMART Professional Development goals are:

➢ **S**pecific – *What? Why? How?*
➢ **M**easurable – *How will I measure progress & know when I've achieved my goal?*
➢ **A**ttainable - *Is my goal challenging but still possible to achieve?*
➢ **R**ealistic – *Is this goal do-able?*
➢ **T**ime-bound – *What is my timeframe for this goal?*

Directions: *Use the SMART goal strategy to identify 1-3 Professional Development goals identified as priorities for the coming year and complete the grid below.*

Professional Development Goal(s) for 2014-2015 *What do I hope to accomplish?*	Reason for Choosing this Goal *How will this impact my learners? How will this help me do my job?*	Steps & Strategies for Meeting this Goal *What PD resources do I expect to use to meet this goal?*	Measure of Achievement *How will I know that I have achieved this goal?*
Develop an organized and updated assessment schedule for the 14-15 NRS year	This goal ensures that we adhere to our testing policy (every 40-60 hours) and that learners are being informed of their progress on a monthly basis.	Previous testing schedules will be used as an example, incorporating new testing rules (such as the new CASAS listening test rather than the Employability series).	When the assessment schedule is prepared for the 2014-15 NRS year and has been communicated to all teachers and staff, likely before the end of May 2014.
Complete scanning of all previous and current learner records	This goal ensures that all learner records are kept electronically and that our office maintains organization.	A scanning schedule will need to be put in place: 'X' amount of files to be scanned each week /month Scanner and software Learner files	This goal will be complete when all previous learner files have been scanned. Once the scanning is complete, we can also potentially condense the amount of files necessary in the office.
Provide monthly data to all teachers including assessment lists, level gain reports (actual vs. goal), and recommended next assessment	Since I began with ISD 281 mid-year, I plan to keep data organized starting immediately for the 2014-15 year. Implementing this system of disseminating data on a frequent, familiar schedule will keep teachers informed and help us meet our specific goals.	NRS goals for the 2014-15 year MARCS for compiling data such as learner assessment data and scores Overall class assessment data Percentage post-tested Monthly meetings with teachers	This goal will be complete when data is provided each month to the teachers, whether during a monthly meeting or a one-on-one session. We can measure success throughout the year by comparing specific data from last NRS year.

Identify, dissect, and analyze trends and learner data (other than monthly assessment reports) to provide to teachers during weekly meetings as part of Q-Comp PLCs and program improvement planning.	By utilizing demographic data, attendance trends and other sources, we can begin to evaluate our data in more ways that we have previously, allowing us to continue to grow and move forward.	MARCS for compiling general data Previous / Current Attendance sheets Information from teachers Weekly meetings Data manual from Theresa's meeting	This goal is tougher to measure because analyzing data is a complex process. Once we identify helpful information and how to use it regarding our program, I feel this goal will be complete.

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Signature - ABE Staff Member   **Signature - ABE Program Coordinator**   **Date**