

WY Section 3. Staff Qualifications and Professional Development

Introduction

The state office of Adult Basic Education (ABE) places a significant emphasis on staff development to enable each adult education staff member to meet the needs of their students. The state office will oversee and guide statewide staff development activities.

It is recommended that each staff member develop a professional development plan at the time of submitting the program proposals or reapplication.

Staff Qualifications

Local programs are encouraged to employ instructors and directors with known competencies. These may be demonstrated through college transcripts, successful completion of local testing, or teacher certification whether currently active or inactive.

Membership/Fees/Dues

Membership dues in professional organizations relating to adult education may be an allowable cost if there is a local agency policy to that effect.

Attendance at Annual ABE Fall Conference

- 1 Attendance at the annual ABE Fall Conference is encouraged. Eighty percent (80%) of the instructional staff from each program should be in attendance.
- 2 Fall Institute attendance is expected of all instructional staff. Volunteers who are currently helping in the program and need in-service are also welcome.
- 3 Attendance costs related to the conference are an allowable budget cost unless these costs are reimbursed by other sources.
- 4 Attendance for each instructional support staff (volunteer) is recorded in the ABE teacher database.
- 5 The cost of the lodging and the meals for the evening during the Fall Conference session are covered by the local program funds given to each program and are the responsibility of the local programs.
- 6 Mileage and additional meals are the responsibility of the local programs.
- 7 Continuing Education Units and College credit will be offered for Fall Institute when available.

State Sponsored In-service Meetings

1. If the state ABE office sponsors an in-service/meeting, it will be the responsibility of the state office to reimburse the cost unless the costs are covered by local professional development funds, or other sources.

2. Attendance for in-services is recorded in each ABE teacher file at the local level and is recorded at the state office.

Locally Sponsored Professional Development/In-service Sessions

Locally sponsored professional development/in-services, etc. are the responsibility of the local programs and any costs related to such activity should be covered by the local budget unless other arrangements have been made in advance. A list of local in-service topics given will be sent to the state office with the year-end report.

New Teacher Training and Orientation(NTT)

Every part-time and full-time teacher/instructor/tutor who is responsible for instruction to ABE students must attend the locally sponsored New Teacher Training for Adult Basic Education (ABE), Adult Secondary Education (ASE), and English as a Second Language (ESL) within 6 months of hire.

This training must include an Overview of ABE, NRS Accountability, Orientation procedure, Enrollment/Intake process, Assessment training(TABE and/or BEST), Goal Setting, Data Collection, Learning Disabilities, Lesson Plans, General Educational Development (GED) Battery information, and Resources for ABE. All areas should be covered within two (2) years of hire or institution of guidelines.

ESL New Teacher Training for instructors must include BEST Plus training and be certified or TABE Clas-E to give these assessments if that is part of the instructors responsibility.

Teacher Training for Reading, Math and Writing Instruction

Every part-time and full-time teacher/instructor/tutor is encouraged to attend reading, math, and writing training.

These subject areas may be covered in locally supported workshops, conferences, or classes. They must take into consideration adult learning principles. The reading training is to include assessing alphabetics, fluency, vocabulary, and comprehension for adults. Math must be research-based or evidence-based approaches for adults learning basic math skills. And writing must include strategies for writing in the environment the students goals describe i.e. for work, post secondary education, and daily living.

Recommended Resources and Workshops

ESL University online
Wyoming Reading, Writing, and Math Standards
Using Data for Program Improvement
Embedding Technology Skills for all students
LINCS workshops