

Adult Basic Education Individual Professional Development (PD) Plan

Name	
Job title	Director of Education and Workforce Development
Primary duties	Director, HAP Academy OIC — Job Duties The Director of HAP Academy OIC provides leadership, oversight, and strategic direction for Adult Basic Education, career pathway programming, and workforce training initiatives. The Director ensures alignment with regional workforce needs, supports student success, maintains compliance with funding requirements, and develops partnerships that expand access to education and employment opportunities. Program Leadership and Oversight ● Provide overall leadership for HAP Academy OIC Adult Basic Education, PSEO, and career pathway programs ● Oversee development, implementation, and continuous improvement of workforce-aligned training programs ● Ensure programs align with regional labor market demand in healthcare, IT, manufacturing, transportation, and business ● Monitor enrollment, retention, completion, and employment outcomes across programs ● Develop and implement program schedules, capacity planning, and new training initiatives ● Ensure instructional programming meets state ABE, WIOA, DEED, DHS, County, Federal, Foundation, and other grant requirements Workforce Development and Partnerships ● Maintain strong partnerships with CareerForce, WIOA Adult, Youth, and Dislocated Worker programs, and Vocational Rehabilitation ● Coordinate referral processes, including warm handoffs and email-based referrals between partners ● Collaborate with county workforce staff on co-enrollment and tuition-funded training opportunities ● Develop and maintain relationships with employers to support job placement and training alignment ● Participate in regional workforce planning and transitions initiatives ● Collaborate with community-based organizations to expand access to training opportunities Postsecondary Pathway Development ● Develop and maintain partnerships with postsecondary institutions to support transitions to credit-bearing programs

- Oversee articulated credit agreements and career pathway alignment
- Coordinate referrals to partner institutions for advanced training opportunities
- Support development of stackable credentials and career ladder opportunities

Data Management and Program Evaluation

- Monitor program performance using enrollment, completion, employment, and transition data
- Monitor ABE data in SiD, complete annual and other reports.
- Use labor market data from Real Time Talent, Lightcast, and county workforce partners to guide program decisions
- Ensure accurate data entry and reporting for ABE, DEED, and grant-funded programs
- Conduct regular program reviews and implement data-driven improvements
- Track waitlists, referrals, and participant outcomes

Grant and Compliance Management

- Ensure compliance with Adult Basic Education, WIOA, and grant requirements
- Prepare narrative responses, reports, and program documentation
- Participate in consortium planning and regional transitions activities
- Maintain policies and procedures supporting program quality and accountability
- Support audits, monitoring visits, and reporting deadlines
- Complete monthly, quarterly, and annual reports for Federal, State, County, and other funders.

Student Success and Support Services

- Ensure participants receive career advising and transitions support
- Support co-enrollment with workforce and postsecondary partners
- Coordinate referrals for supportive services, including transportation, childcare, and financial assistance
- Monitor student barriers and collaborate with partners to address needs
- Promote equitable access to training for underserved populations

Staff Leadership and Organizational Effectiveness

- Supervise program staff and instructors as applicable
- Provide guidance on program implementation and student support strategies
- Lead program meetings and planning sessions
- Coordinate staff professional development opportunities
- Foster a collaborative and student-centered program culture

Community and Strategic Leadership

	● Represent HAP Academy OIC in regional workforce and education partnerships ● Participate in WorkWell and other collaborative initiatives ● Develop partnerships with training providers to reduce waitlists and expand access ● Support strategic planning and program growth initiatives ● Promote HAP Academy OIC programs through outreach and community engagement Financial and Operational Oversight ● Monitor program budgets and training costs ● Coordinate with WIOA partners on tuition-funded training ● Support grant development and sustainability efforts ● Ensure efficient use of resources to maximize participant outcomes The Director ensures HAP Academy OIC delivers high-quality, workforce-aligned education and training programs that support student success, strengthen regional workforce pipelines, and advance the mission of the organization.
Work site(s)	HAP Academy OIC, 240 Plato Blvd, St Paul

Preparation: Looking at the Data

Please consider these questions before completing the grid on the next page.

List 3 primary challenges you are facing in your adult education work.	1. Becoming an approved ABE provider
	2. Grant management and data reporting
	3. Employment Outcomes as measurement of student success

My Consortium's PD Goals

What are my consortium's PD goals?

1. Strengthen staff capacity to implement Integrated Education and Training (IET) models that align literacy instruction with HAP Academy OIC career pathway programming in healthcare, IT, business, manufacturing, and transportation.
2. ESL and Workforce Preparation Instruction - Increase staff knowledge and instructional strategies for supporting English Language Learners entering workforce training programs.
3. Strengthen instructional practices for teaching students with varied functioning levels and educational goals within the same classroom environment.

My Work

What are my work priorities in the upcoming year?	Become an approved ABE provider and add existing career training programs into Integrated Education and Training.
What am I already doing well with my current work?	Career Specific Training esp. in Allied Health and Transportation are very successful.

Student Data

What does the data about students tell me (SiD “Level Gains, MSGs, and Post-Test Rates” Report, etc.)?	Unknown - new provider with limited data.
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Additional Factors

What PD priorities do I have?	Create Advisory Board for HAP Academy OIC, improve/create new employer relationships, research and develop new career training programs especially in the Allied Health sphere, and continue progress towards accreditation.
Any additional factors to consider in planning my own professional learning?	As a new school, we have needs across the board from student information systems to curriculum development to securing long-term funding.

My Individual Professional Development Plan

Plan Time Period: FY27

Please refer to the PD needs and information collected on the previous page.

PD Goals	PD Activities and Resources		Application	Evaluation
What do I need to learn? (Please be detailed.)	How will I learn it?	When?	How do I hope to use or apply what I have learned?	How will I know I've learned it?
The entire Minnesota ABE system, including funding structures, accountability systems, assessment requirements, consortium operations, and state reporting expectations.	Participate in statewide ABE trainings, ATLAS webinars, Summer Institute, ABE Manager meetings, peer networking with other consortia, and regular review of MN ABE policy guidance throughout FY27.	2026-2027 school year	Apply knowledge to successfully launch and operate HAP Academy OIC as an effective ABE consortium aligned with state expectations and compliance requirements.	Demonstrated ability to oversee compliant ABE operations, complete reporting requirements accurately, and implement systems aligned with state expectations.
Integrated Education and Training (IET) models and best practices for contextualized workforce instruction.	Attend IET-focused PD sessions through ATLAS, LINCS, and Minnesota ABE conferences during FY27. Collaborate with other ABE providers implementing IET models.	2026-2027 school year	Strengthen integration of literacy instruction with career pathway programs in healthcare, IT, business, transportation, and manufacturing.	Development and implementation of contextualized instructional models and stronger alignment between literacy and workforce training programs.
Building stronger professional learning communities and collaboration with other ABE providers.	Participate in networking meetings, regional collaborations, and shared PD opportunities with organizations such as Harmony Learning Center, Neighborhood House,	2026-2027 school year	Reduce instructional isolation, strengthen collaboration, and improve sharing of best practices among small ABE providers.	Increased collaboration opportunities, stronger professional relationships, and implementation of shared instructional strategies and resources.

	Vietnamese Social Services, Hmong Cultural Center, and other OIC partners during FY27.			
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ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date