

**Communication Service for the Deaf
Consortium-wide Professional Development Plan**

Date Developed	Fall 2014	SMART professional development objectives are: <ul style="list-style-type: none"> • Specific – What? Why? How? • Measurable – How will I measure progress & know when I've achieved my goal? • Action-Oriented – Can I take actions to accomplish this objective? • Realistic – Is my goal challenging but still possible to achieve? • Time-bound – What is my timeframe for this goal?
Review Dates	Bi-monthly	
Date of Completion	July 2014	

Professional Development Objectives	PD Activities	Target Participants	Target Date	Resources	Evaluation
1. Require all staff to attend and complete professional development sessions and earn 15 CEUs by June 2015.	Enforce staff engagement by providing PD opportunities at the beginning of the school year.	Coordinator	October 2014	Availability of PD opportunities. Time at staff meetings for teachers to present. Development of evaluation plan. Connect with MLC, J. Weaverling, M. Daniel	Staff will submit documentation of CEUs earned by the end of school year to the Program Director. A survey will be distributed electronically by 6/30/2015 to ensure effectiveness of the year's PD.
	Staff will be responsible to report back to the entire group on what they learned.	Teaching staff	Dec 2014 – ongoing through 2015		
	Offer mini-workshops and additional PD opportunities to staff.	Coordinator & Teaching staff	Jan 2015 – May 2015		
	Evaluate staff participation and results by using a survey at the end of the school year.	Program Director	May/June 2015		
2. Optimize utilization of volunteers in the classrooms and understand how they are recruited and trained	Work with MLC mentor and Deaf ABE staff to recognize strengths and weaknesses in the volunteer program	Coordinator, staff, and MLC mentor	June 2015	Time and resources from MLC. Networking. Planning and development of resources. Surveys/feedback from volunteers and teachers. Time to develop questionnaire and administer evaluation plan.	Collaboration with at least two colleges which has been accomplished as of Sept 2014. At least one orientation is conducted at the beginning of each semester and the Coordinator works to accommodate schedules as
	Partner with instructors, advisors, and students from local ASL Interpreting programs	Coordinator, college faculty & students	August 2015		
	Partner with MLC to pair teachers with volunteer management mentors	All staff and MLC	Spring 2015		
	Conduct in-service training for teachers and volunteers	Coordinator, staff, and volunteers	Spring 2015		

	Attend annual Volunteer Management Conference	All staff, if applicable	Nov 2014 & ongoing		requested. At the end of each semester, an evaluation survey will be sent to both teachers and volunteers
3. Increase community awareness of Deaf ABE through recruitment, outreach, and networking throughout 2014-2015.	Work with CSD Marketing to update website	Program Director	Ongoing through 2015	Time and maintenance of website. Outreach materials (flyers, time, social media, etc.) Time to research. Analysis of enrollment numbers and collaborations with other programs.	Enrollment will increase by 5% from the previous year. Student evaluations to be conducted by the end of the school year to determine how they learned about Deaf ABE.
	Recruit learners	Coordinator & Office Assistant	Ongoing through 2015		
	Identify potential partner CBOs and other service agencies	Program Director & Coordinator	Ongoing through 2015		
	Outreach and networking based on identified list in previous strategy	Program Director & Office Assistant	Ongoing through 2015		
	Evaluate effectiveness of outreach and networking	Program Director	June 2015		
4. Teachers will understand new ABE standards and implement them into daily lesson plans	Require all staff to attend a minimum requirement of webinars, workshops, conferences pertaining to CCRS, ACES-TIF and Northstar Digital Literacy standards.	All staff	June 2015	Identify standards set forth by resources listed. Time to put together information. Time in classrooms. Resources to incorporate benchmarks and standards into daily lessons. Evaluation resources (testing, surveys, etc.).	Benchmarks will be completed and approved by staff and students. Teachers will begin implementing benchmarks in 2015-2016. Surveys and assessments will be conducted to ensure efficacy.
	Teachers create and share weekly lesson plans using the new standards	Teaching staff	July 2015		
	Staff will be required to report on standards at monthly meetings	All staff	Sept 2015		
	Create learner benchmarks based on CCRS, ACES-TIF, NorthStar Digital Literacy, and other relevant resources	Coordinator, teaching staff, and interns	Sept 2015		

	Evaluate effectiveness of benchmark implementation	Program Director & Coordinator	Dec 2015 & June 2016		
--	--	--------------------------------	----------------------	--	--