

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 <i>What do I hope to accomplish?</i>	Reason for Choosing this Goal <i>How will this impact my learners? How will this help me do my job?</i>	Steps & Strategies for Meeting this Goal <i>What PD resources do I expect to use to meet this goal?</i>	Measure of Achievement <i>How will I know that I have achieved this goal?</i>
Utilize students from local interpreter and ASL programs to establish and maintain a volunteer program for Deaf ABE by December 2014.	Learners and teachers will benefit from having additional assistance in the classrooms. This will also strengthen relationships between learners and future interpreters.	I will utilize collaboration between myself and the MLC to plan a volunteer orientation and training, and to maintain good volunteer management.	A volunteer training will be held at the beginning of each semester and volunteers will contribute at average of 12 hours per semester.
Obtain an ABE License and MEd from the University of Minnesota by December 2015.	Deaf ABE will benefit from having another licensed teacher, and students will benefit from having a coordinator who has a better understanding of working with adult learners.	Continue the program I am currently enrolled in. Expected graduation is Summer 2015.	I will receive both my degree and my license.
Using strategies learned from DL 102, update and improve instruction for Deaf ABE's distance learning program and increase enrollment by 10% before June 2015.	Since participating in DL 101, enrollment and level gains improved during 2013-2014. Participation in DL 102 will hopefully continue this trend.	Participate in DL 102, research options for online courses for Deaf learners, and work with our program's Outreach Specialist and teachers to recruit learners.	Level gains in DL will be at or above last year's 66%, and enrollment will increase by 10%.
Continue and complete the Leadership Excellence Academy (LEA) by December 2015.	Part of a two year initiative to receive credentials on program leadership, it will increase credibility.	Attend the workshops set throughout the year and work with my State Director in achieving the benchmark activities on time	Receive the certificate by the end of 2015.

Describe and explain CCRS and ACES to CSD staff by June 2015.	This needs to be done in order to meet the state standards that will eventually be integrated into all ABE programs.	Utilize workshops offered at regional conferences and participate in an ACES PLC.	I will be able to report back to my staff what I've learned in the past year by June 2015.
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Signature - ABE Staff Member

Signature - ABE Program Coordinator

Date