**Task Force Purpose:**

The Observation & Mentoring Professional Development (PD) Task Force is an ATLAS-sponsored team designed to support Minnesota ABE programs through relevant, meaningful, and effective professional development for ABE practitioners whose role includes observing or mentoring colleagues. Observers/mentors may be managers, coordinators who are responsible for evaluative observation. They can also be those who are observing peers (for example, fellow teachers or a support staff) in MN ABE programs.

The Observation & Mentoring Task Force consists of the ATLAS Special Projects Coordinator, the ATLAS Director, the MDE PD Specialist, and program representatives from a variety of ABE programs statewide. This Team will provide input, guidance, and expertise in order to deliver a new PD opportunity around mentoring adult educators.

The Task Force will help ATLAS meet the following **goals:**

* supplement current “onboarding” mentorship programs for new staff with ATLAS-sponsored mentoring/observation activities and supporting tools. This mentoring & observation PD activity will allow adult educators in MN to orient more effectively to new positions, including instructors, managers, and support staff.
* strengthen the current work of MN adult educators by connecting teachers, managers, and support staff members to others who are in similar roles for mentoring and observation opportunities
* provide leadership opportunities for those in mentoring roles, which in turn builds capacity for MN adult education leaders statewide

Specifically, this ATLAS Task Force will contribute with the following tasks:

1. *Identify the area of need:*

* Define Mentorship and Observation in the context of various adult education roles
* Identify high-needs gaps in current PD opportunities around mentorship
* Identify/outline how-tos for different means for observation (hyflex, in-person)

1. *Clarify/strengthen tools and materials for mentorship:*

* Conduct one or more observations with *existing* tools to inform project (virtual or in-person)
* Develop guidelines for mentors/mentees, an outline of the process, and a list of applicable resources

1. *Create processes for launching this PD opportunity:*

* Develop recruitment process for finding mentors around the state
* Define ways mentors/mentees will connect (including Mighty Networks) as well as ways mentors and mentees will support each other (mentors to mentors and mentees to mentees)

*Expectations for* ***Task Force*** *members:*

* Participate in **up to 5 virtual meetings** of approximately 2 hours each (no travel required)
  + Wednesday, January 11, 1:00-3:00
  + Wednesday, February 22, 1:00-3:00
  + Wednesday, March 22, 1:00-3:00
  + Wednesday, April 26, 1:00-3:00
  + Wednesday, May 17, 1:00-3:00 (tentative, as needed)
* Respond to electronic requests for input/feedback in a timely manner (within 1-2 business days)
* Share mentoring/observation experiences and expertise around staff orientation and development, as well as peer observation and feedback
* As agreed upon as a group, contribute to newsletter articles or other small projects to lend your expertise to the field

*Leadership:* The Observation & Mentoring Task Force will be chaired by ATLAS, with guidance from the MDE PD Specialist and other MDE staff as appropriate.

**Qualifications - Required:**

* Currently employed/contracted with a Minnesota ABE program (any paid staff in an ABE program is welcome, including teachers, office staff, managers, volunteer coordinators, etc.)

**Committee members will be selected to ensure representation from diverse:**

* Regions of MN and types of programs (size, delivery models, rural vs. urban)
* Areas of experience and expertise.

***Educators of color are especially encouraged to apply.***

**Program representatives will receive the following through ATLAS (if eligible):**

* A stipend of $250 in recognition of work on the task force
* CEUs for meetings (please let us know upon application if you need Admin CEUs)

**Applicant Information**

|  |  |
| --- | --- |
| **Name** |  |
| **ABE Program** |  |
| **Role** |  |
| **Email** |  |
| **Phone Number** |  |

**Please briefly respond to the following questions (approximately 1 paragraph per response):**

1. Please describe your experience working in adult education.
2. Why would you like to serve as a member of the statewide Observation & Mentoring Task Force?
3. Please describe any specific areas of expertise, interest or experience related to new staff orientation, observation, and mentoring.

**To Submit Your Application**

Please complete this form electronically and email it as an attachment to ATLAS Special Projects Coordinator Lindsey Pust at lpust01[@hamline.edu](mailto:pegan02@hamline.edu)

Please complete this form by **December 5, 2022.**

**Important Observation & Mentoring Task Force Dates – FY23**

|  |  |
| --- | --- |
| **Observation & Mentoring Task Force Meetings** | |
| Observation & Mentoring Task Force Meetings:  *NOTE: All meetings are virtual via Zoom.* | Wednesday, January 11, 1:00-3:00  Wednesday, February 22, 1:00-3:00  Wednesday, March 22, 1:00-3:00  Wednesday, April 26, 1:00-3:00  Wednesday, May 17, 1:00-3:00 (tentative, as needed) |