**Numeracy Advisory Team Purpose:**

The Minnesota Numeracy Instruction Advisory Team (MNI A-Team) is an ATLAS-sponsored team designed to strengthen math and numeracy teaching and learning in Minnesota ABE through relevant, meaningful, and effective professional development for practitioners.

The Minnesota Numeracy Instruction Advisory Team consists of the ATLAS Director, the MDE PD Specialist, the ATLAS Numeracy & Special Projects Coordinator, and additional practitioners from various levels of instruction (CCRS levels A-E). The A- Team will provide input, guidance, and content knowledge for the state’s PD around numeracy instruction.

The A-Team is responsible for planning and strengthening numeracy PD in Minnesota, as well as specific tasks yearly to support established PD efforts, such as the September ABE Math Institute, MCTM, regional workshops, etc.

*Expectations for A-Team members:*

* Commit to serve a 2-year term on the MNI A-Team
* Participate in two full-day planning meetings yearly, Thursday, August 3, & Friday, December 8, 2023
* Participate in two ½-day meetings yearly: Friday, February 9, & Friday, May 10, 2024 - virtual,1-4pm
* Participate in up to 3 brief Zoom meetings if needed (Sep-May; dates TBD)
* Respond to electronic requests for input/feedback in a timely manner (within 1-2 business days)
* Attend and assist as needed at the ABE Math Institute, (virtual) September 29, 2023
* Bring local/regional PD needs to the committee
* Take on a leadership role in MN ABE PD, including disseminating information & resources to colleagues and possibly presenting workshops or webinars as needed
* Attend Numeracy PD as able to inform the group and provide insights toward our goals
* As agreed upon as a group, contribute to newsletter articles, CCRS teacher “workouts” or other small projects to lend your expertise to the field

*Leadership:* The Minnesota Numeracy Instruction Advisory Team will be co-chaired by the ATLAS Numeracy Coordinator and ATLAS Director, with guidance from the MDE PD Specialist.

**Qualifications - Required:**

* Currently employed with a Minnesota ABE program
* Experience with numeracy instruction or ABE program administration

**Qualifications - Desired:**

* Experience planning and/or delivering professional development at a local or regional level
* Experience participating in MN ABE sponsored PD initiatives or activities

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

* Regions of MN
* Types of programs (size, delivery models, rural vs. urban)
* Roles (teacher, administrator, volunteer)

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

**Program representatives will receive the following through ATLAS:**

* A stipend of $350/year in recognition of work on the committee
* Reimbursement for mileage if traveling more than 100 miles round trip to attend in-person meetings
* Reimbursement for lodging if needed; the cost for meals will be reimbursed at the state levels if attendance requires overnight stay
* Sub reimbursement for meeting dates, as negotiated with ATLAS (contact Patsy if you’d like to pursue)
* Lunch provided on full-day meeting in-person days
* CEUs for meetings

**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 with adult numeracy in Adult Basic Education.
2. Please describe your experience planning or delivering professional development activities around math content.
3. Please describe which ABE numeracy professional development initiatives and/or activities you have participated in and how they have impacted your work. (MNI, MCTM, study circles, Math Institute, CCRS cohort, math webinars, etc.)
4. Why would you like to serve as a member of the statewide MNI A-Team?
5. In the coming year, the MNI A-Team will focus on several key areas for professional development. Please comment on your comfort level with one or more of these topics:

| **Focus area** | **Your experience** |
| --- | --- |
| **fundamentals of numeracy instruction for adults** |  |
| **practical strategies for authentically embedding numeracy skills into non-math classes** |  |
| **exploration of the meaning of “real world math” and how to effectively engage students and teachers in real-world applications**  (By *effectively engage*, we mean: in ways that (1) increase awareness of numeracy skills used in everyday life (2) foster conceptual understanding and student ownership of ideas and content and (3) deepen content knowledge to better prepare students for standardized tests.) |  |
| **CCRS math standards and math practices** |  |

**To Submit Your Application**

Please complete this form electronically and email it as an attachment to ATLAS Numeracy Coordinator Lindsey Pust, at [lpust01@hamline.edu](mailto:lpust01@hamline.edu) by Friday **June 2, 2023.**

**Important MN ABE Numeracy PD Dates – FY24**

| **MNI Advisory Team Meetings** | | |
| --- | --- | --- |
| Planning meeting – full day 1  **In-person** | Thursday, August 3, 2023 (9-3:30pm) IN PERSON  *We will likely be at Hamline University for this in person meeting, and we will follow all COVID procedures as listed* [*here*](https://www.hamline.edu/covid-19/)*. We will pivot to a remote meeting as needed.* | |
| Planning meeting – full day 2  **Virtual** | Friday, December 8, 2023 (9:30-2:00pm) VIRTUAL | |
| Brief Zoom calls | Up to 3 during the year, as needed | |
| ½ day planning meetings  **Virtual** | Friday, February 9, 2024 - virtual half day, 1-4pm  Friday, May 10, 2024 - virtual half day, 1-4pm | |
| **Numeracy PD Activities** | | |
| Fall South Regional  Fall North Regional  Spring Metro Regional | | October 5-6, 2023, Bemidji  October 12, 2023, Mankato  March 2024 (exact date TBD) |
| \*\*Language & Literacy Institute\*\* | | Jan 25-26, 2024 (virtual event) |
| \*\*ABE Math Institute \*\* | | Friday, September 29, 2023 (virtual event) |
| MCTM - MN Council of the Teachers of Mathematics | | April 2024, Duluth |

