**Administrator PD Advisory Team Purpose:**

The Administrator Professional Development (PD) Advisory Team is an ATLAS-sponsored team designed to support Minnesota ABE programs through relevant, meaningful, and effective professional development for ABE administrators. Administrators may be managers, coordinators, or work in other leadership roles in MN ABE programs.

This Administrator PD Advisory Team consists of the ATLAS Director, ATLAS Numeracy and Special Projects Coordinator, the MDE PD Specialist, a representative from the Literacy Action Network Professional Engagement Committee, and program representatives from a variety of ABE programs statewide. This Team will provide input, guidance, and expertise to help strengthen administrator knowledge, skills, and dispositions for MN ABE programming.

Specifically, the Administrator PD Advisory Team will help further the following goals:

* *Ensure that all MN Adult Ed administrators/managers have the knowledge and tools to provide their staff with:*
  + *Reference materials about the ABE system in MN*
  + *Information about new staff training and networking opportunities*
  + *Mentoring opportunities to answer questions and guide their staff’s development within the MN Adult Ed system*
  + *Opportunities to observe programming*
  + *Self-assessment and tools for planning for their own professional development*
* *Ensure that all MN Adult Ed managers/administrators have access to information on job-specific responsibilities, including:*
  + *Grant timelines and reporting*
  + *Accountability/monitoring program outcomes*
  + *Funding and budgeting*
  + *Orientation and supervision of staff*
* *Provide MN Adult Ed administrators/managers with opportunities to network and share ideas with each other across programs.*

*Expectations for Administrator PD Advisory Team members:*

* Commit to serve a 1-year term on the Team (July 2024 - June 2025), with the potential of extension
* Participate in **5 virtual meetings** of approximately 2 hours each, from 1-3pm (no travel required):
  + Thursday, Aug 1, 2024
  + Thursday, October 10, 2024
  + Thursday, December 12, 2024
  + Thursday, February 27, 2025
  + Thursday, May 8, 2025
* **(Co-)Facilitate 1 of 3 virtual networking events** for administrators, exact dates TBD
* Respond to electronic requests for input/feedback in a timely manner (within 1-2 business days)
* Attend and assist in developing/facilitating an Administrator Webinar Series (times/dates TBD) and Regional Event workshops throughout the year
* Bring local/regional PD needs to the committee
* Share PD information & resources with practitioners in their program/region
* As agreed upon as a group, contribute to newsletter articles or other small projects to lend your expertise to the field

*Leadership:* The Administrator PD Advisory Team will be chaired by the ATLAS Numeracy & Special Projects Director and the ATLAS Director, with guidance from the MDE PD Specialist and other MDE staff as appropriate.

**Qualifications - Required:**

* Currently employed/contracted with a Minnesota ABE program
* Experience with 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 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/year in recognition of work on the committee
* CEUs for meetings (teacher CEUs only, no admin CEUs available)

**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 ABE administration.
2. Please describe your experience planning or delivering professional development activities to colleagues. *(For example: conferences, staff meetings, workshops, PLCs, etc.)*
3. Please describe which professional development initiatives and/or activities you have participated in and how they have impacted your work. *(CCRS cohort, STAR, ACP Program Development, etc.)*
4. Why would you like to serve as a member of the statewide Administrator PD Advisory Team?
5. Please describe any specific areas of expertise or interest related to adult education administration.
6. In the coming year, there will be new PD opportunities around new staff orientation, observation, and mentoring. Please comment on your experience in these areas.

**To Submit Your Application**

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

Please complete this form by Monday **June 3, 2024.**

**Important Administrator PD Dates – FY25**

| **Administrator PD Advisory Team Meetings** | | |
| --- | --- | --- |
| **Administrator PD Advisory Team Meetings**  *NOTE: All meetings are virtual via Zoom, from 1-3pm.* | 1-3pm, virtually:   * Thursday, Aug 1, 2024 * Thursday, October 10, 2024 * Thursday, December 12, 2024 * Thursday, February 27, 2025 * Thursday, May 8, 2025 | |
| **Administrator PD Activities** | | |
| **Fall Manager Meeting** | | October 30, 2024, *in-person* |
| **Fall North Regional** | | October 3-4, 2024, Walker |
| **\*\*Math Institute\*\*** | | *Virtual event*  November 8, 2024 |
| **\*\*Language & Literacy Institute\*\*** | | *In-person event*  Jan 23-24, 2025 |
| **Spring South Regional**  **Spring Metro Regional** | | May 2, 2025, Mankato  TBD |
| **Spring Managers Retreat** | | Date TBD, *in-person* |