SABES

SABES Program Support PD Center

FY20
Professional Development
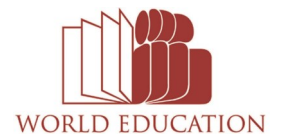# Catalog

July 1, 2019—June 30, 2020

https://www.sabes.org/pd-center/program-support

SABES

WORLD EDUCATION

Table of Contents

Welcome to the
**SABES Program Support PD Center
Professional Development Catalog**!

We hope you will find it helpful in planning for your professional development needs.

Please note that the PD outlined in this catalog is subject to change depending on resources and interest.

We welcome your suggestions and recommendations, and are available to discuss how we can respond to your PD needs, including options for program-based PD.

We encourage you to contact us with questions or for additional information about how we can work with you to meet your program and staff professional development needs.

Sandy Goodman, Co-Director
Sandy_Goodman@worlded.org
ADA, Advising, Career Pathways, and Cultural Competence

Luanne Teller, Co-Director
Luanne_Teller@worlded.org
Program Management and Educational Leadership, ABE Licensure, Digital Literacy, and Distance Learning

Using This Catalog for PD Planning

Professional Development planning should align with your
program's Continuous Improvement Plan and goals,
as well as your individual goals for professional growth.

The SABES Program Support PD Center offers a range of PD support:

Core Activities

The core PD outlined in this PD Catalog is designed to support programs in addressing
the seven key Program Support priority areas:
1. Program Management and Educational Leadership
2. Career Pathways
3. Digital Literacy and Distance Learning
4. Advising
5. ABE Licensure
6. Cultural Competence
7. ADA

Responsive Activities

In addition to the core PD activities in this catalog, program directors are always welcome to request
customized or program-based PD specific to their needs.

Responsive PD activities are developed in consultation with the program, as resources allow.
This may be PD that is included in this catalog or other PD that is customized.

Coaching and Technical Assistance

Depending on resources, we may also work with programs to offer customized coaching or technical
assistance in a specific area of need.

To Register

1. Go to the SABES Calendar at https://www.sabes.org/calendar to determine when a training is
   offered and to register.
2. We encourage you to create a SABES account. This will enable you to receive automatic
   notifications when PD or other news is posted to the SABES website in topic areas you select.
3. You are always welcome to attend any activity in any region.
4. All SABES PD is offered for free, thanks to funding from ESE.

Our Vision

Our Program Support PD Center team strives to provide a flexible, adaptive system that has the potential to respond to the range of practitioner skill levels and needs.

Our goal is to work in creative and responsive ways to provide professional development according to our system's High Quality Professional Development (HQPD) Standards. These HQPD Standards and our work are designed to build our collective capacity to maximize opportunities for the adult learners we serve.

SABES, the Massachusetts adult education professional development system, provides high quality PD and support to increase educator effectiveness and strengthen programs.

Program Support PD Center Vision
We believe education is a fundamental right for all.
We envision a society that understands, supports, and celebrates the efforts of adult learners to improve their lives and those of their families and their communities.

The field of adult education will be a well-supported and recognized professional system, unified by a common purpose and passion to help adult learners to reach their goals.
That system will be composed of programs and practitioners who are well-equipped to help learners develop their education and leadership skills.
It will be joined by agencies and institutions drawn to our field's mission and eager to contribute to it.

The SABES Program Support PD Center team will continue to connect the members of this broad partnership in dynamic dialogue; to discover and share proven practices, promising research, and innovative approaches for program and staff development; to promote deeper reflection on and evaluation of practices and their impact; and to provide and foster leadership for the continual improvement of the field.

Massachusetts ABE Standards for High Quality Professional Development (HQPD)

1. HQPD acknowledges and addresses the unique context of ABE, the variety of preparation and experience with which adult educators come to ABE, and the diverse realities and needs of adult learners.

2. HQPD has clear goals and objectives relevant to desired student outcomes.

3. HQPD aligns with state, program, and educator goals and priorities.

4. HQPD is informed by data, research, and/or standards relevant to the identified goals, objectives, and audience.

5. HQPD is assessed to ensure that it is meeting the targeted goals and objectives.

6. HQPD promotes collaboration among educators to encourage sharing of ideas and working together to achieve the identified goals and objectives.

7. HQPD advances an educator's ability to apply learnings from the professional development to his or her particular content and/or context.

8. HQPD models good andragogical practice and applies knowledge of adult learning theory to engage educators.

9. HQPD makes use of relevant resources to ensure that the identified goals and objectives are met.

10. HQPD is taught or facilitated by a professional who is knowledgeable about the identified objectives.

11. HQPD sessions connect and build upon each other to provide a coherent and useful learning experience for educators.

These HQPD Standards have been informed by the work of the organization Learning Forward and adapted from the Massachusetts Department of Elementary and Secondary Education High Quality Professional Development Standards.

Program Support PD Center Core PD Activities

Priority 1: Program Management and Educational Leadership
- ◊ Regional Directors' Sharing and Learning Groups
- ◊ Volunteer Coordinator Sharing Groups
- ◊ Intro to Human Resource Management
- ◊ Educator Growth and Evaluation (EGE)
- ◊ Planning for Continuous Improvement
- ◊ Summer Directors' Institute

Priority 2: Career Pathways
- ◊ Designing and Implementing IET/IELCE
- ◊ Integrating Career Awareness (ICA) into the ABE/ESOL Classroom
- ◊ Moving Workplace Education Forward
- ◊ Using Career Pathways to Contextualize Instruction
- ◊ Case Studies in WIOA Collaboration

Priority 3: Digital Literacy/Distance Learning
- ◊ Tech and Tell Monthly Webinar Series
- ◊ Introduction to Open Educational Resources
- ◊ Get Started with Google's Applied Digital Literacy Curriculum
- ◊ Introduction to Google Classroom
- ◊ Expanding Access through Distance and Blended Learning :
  - ◊ Module 1 - Setting the Stage: Planning for a Strong Foundation
  - ◊ Module 2:Opening Your Doors: Recruitment, Screening, and Orientation
  - ◊ Module 3: In the Class: Instruction and Assessment
- ◊ Intro to Blended Learning
- ◊ Distance Learning Sharing Meetings
- ◊ Distance Learning Kickoff
- ◊ Distance Learning Summit

Priority 4: Advising
- ◊ Advisor Sharing and Learning Groups
- ◊ Art of Advising
- ◊ Mental Health First Aid
- ◊ Building an Advising Curriculum for Your Program
- ◊ Tech Tools for Advising and Coaching

Priority 5: ABE Licensure
- ◊ ABE Licensure Information and Support
- ◊ Regional Licensure Cohort Meetings

Priority 6: Cultural Competence
- ◊ Cultural Competence: Putting Equity at the Front and Center of our Practice

Priority 7: ADA
- ◊ ADA Basics
- ◊ Assistive Technologies Tour and Explore

Partner PD
- ◊ National College Transition Network (NCTN) Conference
- ◊ Stand Up and Be Counted (NELRC))

Please note:

The **New Directors' Orientation**

is offered by ESE/ACLS.

For information about times and locations, new directors should contact their program specialist at ACLS.

Program Management and Educational Leadership

Regional Directors' Sharing and Learning Groups

Offered quarterly in five regions:
Boston, Central, Northeast, Southeast, West
2—3 hours each

Description:

Directors' Sharing and Learning Groups provide structured opportunities for program directors to share ideas, strategies, challenges, and successes. Meetings will be used to launch new initiatives and address topics according to director interests and needs.

Volunteer Coordinator Sharing Groups

Offered face-to-face in three regions:
Holyoke, 11/1/19, 10:00 a.m.—12:00 noon
Cambridge,11/15/19, 11:00 a.m.—1:00 p.m.
Brockton, 12/13/19, 11:00 a.m.—1:00 p.m.

Description:

A facilitated sharing and learning group for new and experienced Volunteer Coordinators and others in adult education programs who work with volunteers. Agenda topics are selected based on the interests and needs of attendees and emerging issues in the field.

Introduction to Human Resources Management

Location and time to be determined based on interest.

Description:

In response to requests from program directors, this workshop introduces key recruitment, screening, and orientation protocols, as well as how to use Staff Handbooks, contracts, meetings, and other tools to create transparency around staff expectations, supervision, and evaluation.

Educator Growth and Evaluation (EGE) (Online)

5 online modules, 2-3 hours each
Online Community of Practice
Coaching and TA

Description:

The Educator Growth and Evaluation (EGE) Model introduces a structured, yet flexible system for supervision, evaluation, and educator growth. It consists of six steps and is introduced in this series of five online modules. The series of online modules are taken in sequence.

EGE Module 1: Planning
Introduces Step 1 of the EGE cycle to support directors in convening an inclusive team to develop a plan and identify resources for implementing EGE. This module described the three key EGE staff roles: EGE Team Leader, Teacher, and Coach.

EGE Module 2: Self-Assessment and Goal Setting
Introduces Steps 2 and 3 of the EGE cycle to support teachers in assessing their strengths and areas for professional growth using the Proficiency Guides and the Self-Assessment Rubric for the Professional Standards. It supports teachers in developing SMART goals and action steps in response to their self-assessment findings.

EGE Module 3: PD Planning
Introduces Step 4 of the EGE cycle to support teachers in seeking out and participating in HQPD that supports their self-identified goals and to gather artifacts that demonstrate application of new learning.

EGE Module 4: Formative Assessment
Introduces Step 5 of the EGE cycle to help teachers and coaches work together to assess teachers' progress and plan for continuous improvement.

EGE Module 5: Summative Reflection
Introduces Step 6 of the EGE cycle to help teachers and coaches review the cumulative evidence of applied learning, assess progress toward goals, and determine next steps.

Online Community of Practice
As participants complete Module 1, they will be enrolled in an online, facilitated community of practice where they can network and share strategies, challenges, and best practices as they implement EGE in their programs.

SABES

Program Management and Educational Leadership

Program Management and Educational Leadership

Planning for Continuous Improvement (PCI)

3 face-to-face sessions plus coaching
PCI Summit (in FY21)
20 total hours
Location and dates to be determined based on interest.
Quarter 3 and 4, January—June 2020

Description:

The Planning for Continuous Improvement (PCI) PD is designed to help program directors convene and lead an inclusive planning team to effectively implement an ongoing, cyclical continuous improvement process informed by data that strengthens instruction, learning, and student outcomes. This series includes three face-to-face sessions, virtual and f2f coaching (upon request) in FY20, and a PCI Summit in FY21.

A total of 20 PD hours will be awarded to programs that complete the series:
14 PD hours in FY20: 12 hours face to face PD; 1 hour of coaching and 1 hour of peer feedback. An additional 6 PD hours in FY20: 4 hours face to face PD, 1 hour of coaching and 1 hour of peer feedback.

Planning for Continuous Improvement (PCI) Summit

Worcester Cohort: Monday, 11/4,/19 9:30 a.m.—2:00 p.m.
Malden Cohort: Thursday, 11/7/19, 9:30 a.m.—2:00 p.m.

Description:

The PCI summit will convene the program teams who completed the PCI PD in FY19 to share best practices, challenges, and develop ongoing plans to continue implementing their CIP process.

Summer Directors' Institute

1 day, 7 hours
Statewide, summer of 2020
Date, location, and topics to be determined based on interest.

Description:

The SABES Summer Directors' Institute will offer a unique opportunity to gather in a relaxed atmosphere with fellow ABE administrators, with activities designed to support directors in embracing their strengths while exploring fresh ideas to face both new and familiar challenges. Our goal is to infuse humor and wisdom, share insights that honor our commitment to serving adults needing educational programs, provide useful ideas and creative solutions to ongoing management issues, and promote as a sense of possibility. Themes vary each year based on interest. Look for more information to be published in the spring.

Designing and Implementing IET/IELCE

Statewide face-to-face sessions
Locations and dates TBD
Quarters 3 and 4, January-June 2020

Description:

We will offer two IET/IELCE PD sessions that are responsive to the varying needs of the funded and prospective IET/IELCE grantees and build on the IET/IELCE PD offered in FY18 and FY19. Starting with a needs assessment of grantees to date, we will offer tiered content geared towards programs with beginning and intermediate level of experience designing and implementing IET/IELCE.

Integrating Career Awareness (ICA) into the ABE/ESOL Classroom

Online Course
24 hours
10/10/19—11/21/19

Description:

This online course provides hands-on activities to prepare instructors and advisors to incorporate lessons from the ICA curriculum guide into instruction and advising to assist students with education and career planning. Participants select a sequence of lessons and plan for incorporating it into their ongoing curriculum. Through online discussion, participants share ideas and receive peer and facilitator guidance.

Moving Workplace Education Forward

Dates and locations TBD
Quarters 2, 3, and 4

Description:

Three, three-hour PD sessions will be offered to Workplace Education (WE) program staff, with topics determined through a WE staff PD needs assessment. We will strive to accommodate any new grantees with limited WE experience, while also continuing to build the skills of more experienced programs.

S A B E S

Career Pathways

Career Pathways

Using Career Pathways to Contextualize Instruction

Dates and locations to be determined; Quarter 3

Description:

This blended PD will be offered twice in two different parts of the state to introduce participants to evidence-based strategies for using authentic materials and the REACT method developed by the Center for Occupational Research and Development (CORD) workshop presenters. It will show participants how to leverage the power of career pathways and contextual teaching to give academic concepts real-world relevance by teaching them in the context in which they are used in workplaces.

Case Studies in WIOA Collaboration

Dates and locations to be determined; Quarter 3

Description:

This session will feature local examples of how WIOA collaborations have successfully leveraged services to support AE students on their education and career pathways. The session will be offered in up to three regions and feature outstationed coordinators and WIOA partners as panelists when possible.

Helpful Reminders for Planning Your PD

1. Create a SABES account (https://www.sabes.org/user/register) and select areas of interest to get automatic notifications by email when new PD is posted to the calendar.
2. Go to http://calendar.sabes.org for specific PD dates and times and to register.
3. Be sure to check tentative snow dates!
4. All SABES PD is offered for free, thanks to funding from ESE.
5. We encourage you to contact us if you have any questions or whenever you need more information:
   ⇒ Sandy_goodman@worlded.org
   ⇒ Luanne_teller@worlded.org

Digital Literacy: Tech and Tell Series: Making your Program a Digital Force

Monthly webinar series
One Wednesday each month, 10:00 a.m.—11:00 a.m.
Webinars are archived for future viewing.

Description:

This cohesive, year-long, interactive web-based series follows the effective Texas model and will be offered on the third Wednesday of each month (October-May). Topics will introduce and scaffold skills that will enable educators to integrate digital literacy into instruction.

Currently Scheduled:
◊ **10/16/19**: Developing Your Digital Strategy
◊ **11/20/19**: Using Northstar to Assess Digital Literacy Skills
◊ **12/18/19**: Making Computer and Other Devices More Accessible

Notes
1. These Tech and Tell webinars will be offered on the third Wednesday of each month from 10:00 a.m. -- 11:00 a.m., so we encourage you to save the above dates and check the SABES Calendar for more that will be scheduled in 2020.

2. This webinar series is modeled after the effective Tech and Tell series developed by our IDEAL partners and colleagues at TCALL, Texas A&M University. TCALL provides professional development for the Texas adult education system. We are grateful for their collaborative spirit and sharing of successful practices.

Digital Literacy: Introduction to Open Educational Resources

Online course, 6 hours
Date to be determined; Quarter 3

Description:

This workshop introduces essential information about open educational resources (OERs). It includes key definitions, examples, and reflective activities presented primarily in multimedia format with discussion forums and a quiz. The goal of the course is for teachers and tutors to have a basic understanding of the benefits of using OERs, know where to find them, and how to evaluate their effectiveness.

Digital Literacy and Distance Learning

Digital Literacy and Distance Learning

Get Started with Google's Applied Digital Skills in Your Classroom (In partnership with COABE and Google)

Statewide face-to-face
11/22/19
10:00 a.m.—1:00 p.m.
Worcester

Description:

In this session, you will receive a deep dive professional development training on Google's Applied Digital Skills curriculum. Applied Digital Skills is a free, online and video-based curriculum that you can use in the classroom with your students to teach them the basic digital skills needed for today's evolving job market.

The curriculum has hundreds of hours of lessons that you can choose from, including how to send an email, make a resume, search for a job, plan an event, and even create a business plan. It also includes free resources like student progress tracking and assignment submission. By the end of this session, you will be able to leverage the curriculum in the classroom with your students. Applied Digital Skills is entirely free.

In order to maximize your learning outcomes from the session, COABE will make every session interactive and hands-on, which means you will be able to navigate the curriculum live, create an account, and set up your first class. As such, we highly recommend you bring the following items to this training:

- Laptop or tablet to access the curriculum through its website
- Headphones to listen to example curriculum videos on your device

Introduction to Google Classroom
(In partnership with COABE and Google)

Statewide, face-to-face
12/16/19
10:00 a.m.—1:00 p.m.
Quinsigamond Community College
Worcester

Description:

In response to requests, this PD is being offered in collaboration with COABE and Google. This workshop offers an introduction to Google Classroom, which was designed with teachers to help educators and students organize assignments, boost collaboration, and foster better communication. This hands-on session will enable you to explore Google Classroom features and capabilities, and to consider how you might use them in your work.

Distance Learning:
Expanding Access through Distance and Blended Learning (In collaboration with the IDEAL Consortium)

IDEAL Consortium
A Project of the EdTech Center @ World Education

3 online courses
See dates for each module below.

Description:

This three-part series draws on and modularizes IDEAL 101. It will incorporate Ideal Director Dr. Jen Vanek's web-based tutorials and blogs that were created to align with each module's topic. Each module will incorporate the related tutorial and blog, and be complemented by at least one synchronous virtual meeting.

◊ **IDEAL Module 1 - Setting the Stage: Planning for a Strong Foundation**
October 23—November 6, 2019
This first module in this three-part series reviews various models of distance and blended learning and how they meet learners' needs, along with important information for administrators including hiring, planning, and data reporting.

◊ **IDEAL Module 2: Opening Your Doors: Recruitment, Screening, and Orientation**
November 13-November 27, 2019
This module helps consider which learners are promising candidates for DL programs and how to find them by checking that they have the skills and resources necessary for study via distance or blended learning, and how to orient them so they are set up for success.

◊ **IDEAL Module 3: In the Class: Instruction and Assessment**
December 4– December 18, 2019
This module explains where to find the list of state-approved curricula, supplemental resources to extend learning, and how to organize them; how to use types of assessment to know how your students are doing and what they have achieved; and options for staying in communication with learners.

Distance Learning:
Intro to Blended Learning
(In collaboration with the IDEAL Consortium)

IDEAL Consortium
A Project of the EdTech Center @ World Education

Online Course
Dates to be determined
Quarter 4

Description:

This course, adapted from IDEAL, presents foundational information about blended learning, including definitions, strategies, examples, and reflective activities presented in multimedia format. The goal of the course is for participants to have a basic understanding of the different forms of blended learning and how they might integrate them into coursework.

Digital Literacy and Distance Learning

Digital Literacy and Distance Learning

Distance Learning: DL Sharing Meetings

Quarterly webinars
First webinar scheduled for 10/17/19
10:00 a.m.—11:00 a.m.

Description:

These sharing meetings are designed to provide opportunities for practitioners engaged in distance learning to share best practices, challenges, and solutions to issues they encounter.

Distance Learning: Distance Learning Kickoff

Online
Date to be determined, Quarter 3

Description:

Schedule for the spring to help programs new to distance learning begin to envision how they might integrate distance learning as part of their planning for the upcoming fiscal/program year.

Distance Learning: DL Summit

Online
Date to be determined, Quarter 3

Description:

This annual event will bring current distance learning programs together to network, share best practices, and learn about new resources.

What's New? Get Immediate Notifications!

1. Go to the SABES website <sabes.org> and create an account <https://www.sabes.org/user/register >.

2. Then, go to "*Edit my Notifications.*" This will enable you to receive automatic notifications when PD or news related to the topics you select are posted.

Advisor Sharing and Learning Groups

Quarterly face-to-face in five regions.
See current schedule and locations below.
Check the SABES calendar for future offerings.

Description:

Four structured, facilitated meetings will be offered in five regions to build advisors' knowledge and offer peer support, shared expertise, and problem-solving. Topics are selected based on the interests and needs of attendees and emerging issues in the field. Two of the four meetings will include guest speakers from WIOA partner organizations.

Boston
◊   10/18/19: 10:00 a.m.—12:00 noon

Central
◊   10/30/19: 9:30 a.m.—11:30 a.m.

Northeast:
◊   10/17/19: 1:00—3:00 p.m.
◊   1/14/20: 1:00—3:00 p.m.

Southeast
◊   10/18/19: 1:00 p.m.—3:00 p.m.

West
◊   10/25/19: 10:00 a.m.—12:00 noon
◊   12/9/19: 1:30 p.m.—3:30 p.m.

Art of Advising

2-day session, face-to-face
Session 1: 10/7/19, 10:00 a.m.—3:30 p.m.
Session 2: 10/31/19: 10:00 a.m.—3:30 p.m.
Worcester

Description:

This two-part f2f session will be offered twice to introduce the role and responsibilities of the education and career advisor, as outlined in the MA Policies for Effective Adult Education and Indicators of Effective Advising: components of education and career planning and tools for implementation; career development and adult education theory; outstationing coordinators and resources of WIOA core partners; legal obligations and procedures for reporting abuse and neglect; and ADA compliance regarding disability disclosure and confidentiality.

Advising

SABES

Advising

Mental Health First Aid

8 hours, face-to-face
See dates and locations below.

Description

Mental Health First Aid is a standardized 8-hour training course designed to teach key skills you can use to help someone who is developing a mental health problem or experiencing a mental health crisis.

Just as CPR training helps a layperson without medical training assist an individual experiencing a heart attack, Mental Health First Aid training helps a layperson assist someone experiencing a mental health crisis. In both situations, the goal is to help support an individual until appropriate professional help arrives.

Through lecture, role-play and simulations, you will learn a 5-step strategy that includes identifying risk factors and warning signs, assessing risk, respectfully listening to and supporting the individual in crisis, and identifying appropriate professional help and other supports.

Mental Health First Aid is included on the Substance Abuse and Mental Health Services Administration's National Registry of Evidence-based Programs and Practices.

Participants who successfully complete the full day of training, learning activities, and final knowledge check will earn a Mental Health First Aid Certificate that is valid for three years and can be renewed.

◊ **December 6, 2019: Holyoke**

◊ **January 10, 2020: Worcester**

◊ **January 24, 2020: New Bedford**

◊ **February 7, 2020: Malden**

Mental Health First Aid USA is managed, operated, and disseminated by the
National Council for Behavioral Health and the Missouri Department of Mental Health.

Building an Advising Curriculum for Your Program

Face-to-face session
3.5 hours

Description:

This half-day session will be offered in two different parts of the state. Presenters from Immigrant Learning Center will share their approach, strategies, and materials for developing an advising curriculum that is fully embedded in the program to guide students' education and career planning.

The first session is being held on **November 1, 2010 from 9:30 a.m.—1:00 p.m. in Malden.**

Please continue to check the SABES calendar for additional date, time, and location.

Tech Tools for Advising and Coaching

6 hours
Blended

Description:

Two facilitated web-based sessions will introduce advisors to digital tools they can use to keep in contact with students, to access education and career planning information, and to engage students in mobile learning. Participants will explore tech tools for job retention and career advancement, that were reviewed by practitioners for a national Move-Up Tech Tools and Employment Tech Fund Repositories developed and managed by WEI.

A Note about PD Dates and Scheduling

1. Dates and locations may be subject to change. Always be sure to go to http://calendar.sabes.org for specific dates and times and to register.

2. In some instances, we include the quarter when PD is likely to be planned if we don't already know the date. Quarters are as follows:

   ◊ Quarter 1: July—September

   ◊ Quarter 2: October—December

   ◊ Quarter 3: January—March

   ◊ Quarter 4: April—June

Advising

S A B E S

ABE Licensure

The ABE License: Information and Support

3 face-to-face sessions
2.5 hours, See dates and locations below

Description:

These three workshops to launch licensure support are designed for practitioners who are currently working on their License requirements as well as those who simply wish to learn more about the License and how SABES can help them obtain it.

The first part of each workshop will provide an overview of the License and its requirements and the best ways to meet them. The second part will be devoted to connecting interested license-seekers with current cohorts or developing new cohorts of license-seekers who will meet monthly for four hours to work on requirements in real time with the support of a coach. Forming cohorts will involve finding the best locations and days/times of the month (e.g. second Fridays at QCC at the same time each month) that will work for different groups of license-seekers.

If you have any interest in the License, we hope you'll attend this session where all of your questions will be answered. If you are already working on your License, we hope you'll attend this session so we can develop a strategy to support you in this journey.

◊ **10/11/19: Holyoke, 12:30 a.m.—2:00 p.m.**
◊ **10/18/19: Boston, 12:30 a.m.—2:00 p.m.**
◊ **10/25/19: Worcester, 12:30 a.m.—2:00 p.m.**

Regional ABE Licensure Cohort Meetings

Monthly, 4 hour, face-to-face meetings

Description:

SABES convenes several license-seekers' monthly cohort meetings across the state wherein groups of teachers meet on the same day each month (e.g., first Saturdays) to develop the portfolio required for the ABE Teacher's License. The meetings run for four hours. During these sessions, licensure coaches (all of whom have themselves earned the ABE License) provide customized support for practitioners preparing to take MTELs, submit portfolios, and arrange for a demonstration of teaching.

Interested license-seekers will communicate with our Licensure Coordinator Carey Reid to determine best next steps. Cohort dates and times are scheduled for a year and advance, but may occasionally be subject to change due to weather or scheduling conflicts. Cohorts are currently offered in:

◊ **Western MA**: One Friday per month at the Picknelly Center in Holyoke from 2:00 p.m.—7:00 p.m.
◊ **Worcester**: One Saturday per month at the Worcester Adult Education Center from 10:00 a.m.—2:00 p.m.
◊ **Boston**: One Saturday per month at the downtown YMCA from 10:00 a.m.—2:00 p.m..
◊ **Southeast MA:** One Saturday per month at the New Bedford Adult Education Program from 8:30 a.m.—12:30 p.m.

SABES Support for ABE Licensure/FAQs

When designing workshops, SABES keeps in mind the requirements of the ABE Teacher's License.

Here are some basic facts about the ABE Teacher's License:

√ By law, the license is voluntary, not mandatory.

√ There is only one license for all ABE teachers, regardless of what they are teaching (e.g. math, ESOL, GED test prep), and no license (yet) for counselors or administrators.

√ There are two levels of the license, provisional and professional. For the provisional level, teachers must have a BA or MA and pass the Communication and Literacy Skills Test and the ABE Subject Matter Test. For the professional level, teachers must additionally engage in practicum activities and/or develop a portfolio indicating that they have met certain professional standards, depending on their level of experience.

√ The professional license is competency based; license-seekers do a demonstration of teaching and build a performance portfolio that shows how they have met requirements and teaching standards, following the ABE Teacher's Guidelines.

√ A teacher's knowledge, experience, and training "count" towards the professional license. There are four "routes" to the professional license, ranging from one for new teachers (who will have to pass the state Communication and Literacy Skills Test and the new ABE Subject Matter Test, perform field-based practica, and meet all 29 professional or "teaching" standards) to one for teachers with five or more years of ABE teaching experience (no practica, and only eight specified standards to meet).

√ There is currently no teacher preparation (e.g., college-based) program for ABE teachers in our state. To prepare for licenses, for now teachers will work directly with the ESE Office of Educator Licensure, the SABES Program Support PD Center, or both.

√ SABES has developed a support system wherein veteran teachers form "cohorts" and work together once a month on portfolios. SABES has found that setting aside monthly time and working with peers with SABES support is a highly effective approach, which has led to many educators earning their license through this cohort process. Each year, SABES offers informational sessions to provide an overview of the ABE Licensure process and to recruit new cohort members.

√ License-seeking teachers should always check the ESE Office of Educator Licensure website for the latest official news.

If you have questions or would like additional information, email
Luanne_Teller@worlded.org.

S A B E S

Cultural Competence

Cultural Competence:
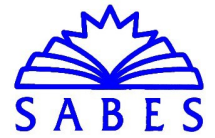## Putting Equity at the Front and Center of our Practice

6 hours, face –to-face followed by Community of Practice
Locations and dates to be determined
Quarter 3 or 4

Description:

This session provides participants the opportunity to deepen their intercultural awareness and grow their cultural competence skills through a facilitated process of self-reflection, and includes examining one's cultural lenses, judgments, values, and blind spots. A full day workshop will be offered in two different parts of the state, followed by a virtual community of practice with the facilitator.

In this interactive session, you will gain a greater understanding of cultural competence and proficiency—the ability to work effectively across cultures in a way that acknowledges and respects the cultures of the adult learners you serve. By engaging with a variety of small and large group activities and audio-visual resources, you will explore the relationship of culture to the self and others, learn to identify micro- and macro-aggressions and strategies to overcome them, and practice your newly gained knowledge to turn understanding into more effective programs and services.

The content of this session will encourage you to define culture and all its components, reflect on your own cultures in relation to others, explore the continuum from cultural destructiveness to cultural proficiency, engage in courageous conversations about diversity with fellow participants and apply new knowledge in order to create a more equitable practice.

ADA Basics (In partnership with the Institute for Community Inclusion at UMass Boston)

Face-to-face
2.5 hours
Dates and locations to be determined
Quarters 2-4

Description:

Building on the ADA Basics webinar hosted in FY19, we will offer 3-hour workshops in two or three regions to ensure that ADA Coordinators and other staff are equipped with basic information and resources to respond to students with disabilities.

Assistive Technologies Tour and Explore (In partnership with the Easter Seals Assistive Technology Resource Centers)

Face-to-face at the ATRCs in Worcester and Boston
Dates to be determined

Description:

We will coordinate a visit to each of the Assistive Technology Resource Centers (Boston and Worcester) during which ADA Coordinators, advisors, and others will be able to explore high- and low-tech solutions and devices to meet needs for learning, work, and daily life. We will also promote awareness of the Mass Match Short-Term AT Loan Program.

ADA Resources and Training

SABES

Partner PD: National College Transition Network

National College Transition Network Conference:
Advancing College and Career Readiness
Preparing Adult Learners for the Digital World

Sunday, November 10, 2010 -
Wednesday, November 13, 2019
Cambridge

Description:

Connect and engage with colleagues from across the country at the 13th annual conference on November 11-13, 2019 in Cambridge, MA. Leveraging the combined expertise of the National College Transition Network (NCTN) and the EdTech Center @ World Education, Inc., the conference will showcase innovative, tech-enabled approaches to preparing adult learners for the digital world, promising an enriching learning experience for all.

The NCTN annual conference, promoting college and career readiness, is a forum for adult education, workforce development, and postsecondary educators, advisors, and administrators to learn from experts and each other, and to affirm a shared commitment to educational and economic opportunity for adult learners.

Special limited-time offer: single-day rate for NCTN Conference 11/11-11/13/19

Do you want to attend the National College Transition Network (NCTN) conference but can't get away for 3 days? **NCTN is offering MA, NH, VT, CT, and RI educators a single-day conference registration rate of $229**.

◊   Check the schedule and choose the day you want to attend (Monday registration includes a pre-conference of your choice).
◊   Register here for a single day at the $229 rate
◊   Enter the appropriate discount code during checkout:
  ◊   1daymonday
  ◊   1daytuesday
  ◊   1daywednesday

This single-day rate will only be available until October 18, so act now!

NCTN
NATIONAL COLLEGE TRANSITION NETWORK
A Part of World Education, Inc.

Stand Up and Be Counted:
Promoting Full 2020 Census and Election Participation
In partnership with the New England Literacy Resource Center and the National Coalition for Literacy

A series of workshops, webinars, and resources to support full participation in the 2020 Census and election.

Description:

Throughout the coming year, SABES is partnering with the New England Literacy Resource Center (NELRC) and the National Coalition for Literacy (NCL) to provide resources to adult educators toward the goal of promoting full participation in the upcoming 2020 Census and elections.

2020 Census Preparation
Between October and March, SABES and NELRC will offer a series of webinars that aim to prepare programs, teachers, and students to understand and participate safely in the Census.

There are many resources on the NELRC Stand Up and Be Counted Census 2020 website, including Census time lines, FAQs, archived webinars, and information about Census jobs that many of our students might be eligible to fill. You can also learn if your program is considered a "Hard to Count" community and the implications for undercounting.

Currently Scheduled: October 11, 2019
The first webinar in this series, *Census 2020: Preparing Your Adult Education Program, Participants, and Community*, will be offered on October 11. Please see the description on the SABES Calendar for more information and look for regular updates on the SABES Program Support PD Center home page. You can register for the October 11 webinar here.

Voter Education, Registration, and Action (VERA)
The VERA campaign of 2020 is a non-partisan effort designed for adult learners and program staff in the New England states. Its goal is to educate adult learners about voting and current election issues, and mobilize them to vote in the 2020 elections.

Currently Scheduled: November 1, 2020: Call for Articles
Although the elections are a year away, there are already efforts underway. For example, we encourage you to respond to The Change Agent "Call for Articles" for the upcoming *Stand Up and Be Counted* issue as a way to get your students talking and thinking about the Census, elections, and other ways of raising their voices and being heard. The deadline for the Call for Articles is November 1, 2019.

Partner PD: Stand Up and Be Counted

SABES Program Support PD Center

Sandy Goodman, Co-Director
Sandy_Goodman@worlded.org
ADA, Advising, Career Pathways, and Cultural Competence

Luanne Teller, Co-Director
Luanne_Teller@worlded.org
Program Management and Educational Leadership, ABE Licensure,
Digital Literacy, and Distance Learning

https://www.sabes.org/pd-center/program-support

SABES

WORLD EDUCATION