



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

To: Adult Education Providers

From: Joshua Richardson, Chief Operating Officer
Regina Ashley, Chief Strategy Officer

Date: XXXX, 2016

Subject: DWD Policy XX
Adult Education Professional Qualifications and Development Policy

Purpose

This policy establishes the minimum hiring qualifications and ongoing professional development expectations for Indiana DWD-funded Adult Basic Education and English Language Civics program staff.

Rescission

Adult Education Professional Qualifications and Development Policy (DWD Policy 2011-10)

Reference

Workforce Innovation and Opportunity Act, Section 223(a) through 223(c)
Indiana's Assessment Policy for Adult Education (DWD Policy 2014-09)
Adult Education Data Collection and Reporting Policy (DWD Policy 2013-04)
High School Equivalency Testing Policy (DWD Policy 2014-02)
Adult Education Program Monitoring and Improvement Policy (DWD Policy 2014-04)
Educational Functioning Level Assessment Policy (DWD)

Content

The Department of Workforce Development (DWD) is committed to raising and sustaining the level of expertise of its adult educators in order to effectively serve

Indiana's adult learner population. Establishing minimum qualifications and ongoing learning opportunities for AE staff ensures quality teaching and programming.

Staff Qualifications

AE program directors and instructors must have a bachelor's degree. All instructional aides must have a high school diploma or equivalent. Providers may set more stringent qualifications, such as requiring instructors to hold a valid teacher certificate or a bachelor's degree in a relevant discipline.

AE providers are not subject to IC 20-28-6 and, therefore, may elect not to employ an adult education teacher using the regular or temporary teacher's contract or supplemental service contract.

Requirements for Professional Development

1. Teachers and instructional aides working nine (9) or more hours per week in AE must complete a minimum of one (1) DWD Adult Education sponsored professional development initiative annually. Each DWD AE professional development initiative will be at minimum 10 hours in length, will be extended over time, and will be either job embedded or require participation in a community of practice. A list of DWD Adult Education sponsored professional development initiatives will be posted to www.AmplifyAE.org at the beginning of each program year.

Teachers and instructional aides working full time in Indiana's primary and secondary (K-12) school systems may seek exemption to this training requirement if similar or more extensive professional development is required annually by their school system.

Staff seeking exemption to this requirement must complete a DWD AE PD Waiver Request Form (available at www.AmplifyAE.org) and submit that form to DWDAdultEdPD@dwd.in.gov no later than April 29th of each program year. The DWD Adult Education Professional Development Team will review and determine approval or denial of all waiver requests received by the above deadline.

2. AE directors, or their designee, must attend Adult Education Director Meetings and the DWD Adult Education Annual Conference.
3. All new staff, regardless of role, (including volunteers), must attend a local program orientation. The content and design of this orientation will be determined by the local program and must include a review of DWD Adult Education policies and guidance. Local program orientation materials must be reviewed and approved by each AE provider's Regional DWD Adult Education Coordinator (AEC) at the beginning of each program year.
4. AE directors are responsible for informing all staff of required and optional professional development opportunities in a timely manner and should support participation by allowing release time and outlining reimbursable expenses, as available.

5. Assessment and AE InTERS training do not qualify as DWD Adult Education sponsored professional development initiatives for teachers and instructional aides in section 1 above.
6. Refer to the Educational Functioning Level Assessment Policy (DWD) for training requirements on approved Educational Functioning Level (EFL) assessment tools. Refer to the Adult Education Data Collection and Reporting Policy (DWD Policy 2013-04) for AE InTERS training requirements. Refer to the High School Equivalency (HSE) Testing Policy (DWD Policy 2014-02) for training requirements applicable to HSE Test Center staff.
7. Other professional development may be required at the discretion of DWD or as the result of program monitoring and improvement (DWD Policy 2014-04).

Professional Development Funding

The Adult Education and Family Literacy Act, Title II of the Workforce Innovation and Opportunity Act (WIOA), allocates funding for professional development activities that enhance the quality of adult education programs. Administrative dollars (non-instructional) must be used to support professional development activities, which include regional and local professional development initiatives.

Regional and local professional development must be in alignment with either required or permissible leadership activities described in WIOA, Section 223. DWD recommends directors assess their program and staff professional development needs on an annual basis and maintain an annual professional development plan for each staff member.

Tracking and Reporting

Providers must record all required professional development activities and staff professional development hours in InTERS. DWD will monitor required professional development in InTERS. Additionally, if requested, providers must be able to provide DWD with documentation of local and regional professional development such as attendance sheets and/or attendance lists for webinars.

If DWD determines a program is not meeting the requirements of this policy, DWD may identify the program as needing improvement per the Program Monitoring and Improvement Policy (DWD Policy 2014-04).

Effective Date

Immediately.

Ending Date

Upon Rescission.

Action

Indiana's adult education system will follow the guidance contained in this policy.