

NEW STAFF Metro North ABE

WHO – Site or Consortium Staff	TRAINING	Intro	Review
	SITE/POSITION		
	Review of site position – calendar/TWS/tasks		
	MN ABE overview and impact report		
	Metro North ABE overview – website and site listings		
	Anoka Hennepin email (Gmail)		
	Required AH online trainings – harassment, bullying, etc.		
	Review of site practices – leave requests, Aesop, student attendance policy, student progress policy, accident reports, site security		
	Payroll information – Skyward, payroll calendar, paper timesheets		
	Tour of site and meet staff		
	Review of student files, front desk, mailbox, payroll, leave requests, mileage reports, supply orders, google drive, technology check out, book deposits, workroom copier and supply storage		
	Information on site staff meeting		
	Copyright guidelines and practices		
	WORKSPACE		
	Desk, computer/laptop, phone		
	Breakroom, restrooms		
	Emergency procedures – exits, emergency bag, fire extinguishers		
	Crisis team members, drills		
	ADULT LEARNERS		
	ABE and ESL learners		
	Best practices and resources – ESL handbook		
	Setting boundaries		
	Outside resources – support for learners		
	ABE Support Network		
	OBSERVATIONS		
	Observe class/position that will be filled		
	Observe leveled classes at site (ESL and ABE)		
	Schedule observations at other sites		
	CENTRAL SERVICES – DATA AND VOLUNTEERS		
	Meet with central services accountability coordinator		

	Schedule training for CASAS and/or TABE training		
	Meet with central services volunteer coordinator		
	STUDENT INTAKE and ASSESSMENT		
	Observe Intake and /or meet with intake staff		
	Site class levels & placement process		
	Review Student Attendance Policy		
	Paperwork and process to become enrolled		
	Review of site practices for recording information		
	Pre-testing and post-testing tools		
	Other assessment tools		
	Record keeping and reporting (forms, process, deadlines)		
	Review progress testing and class move-up schedule		
	Student progress and NRS levels		
	(BLL site specific) Meet with Placement Specialist		
	TECHNOLOGY		
	Tour of computer lab and introduction to software and online sites used by students		
	Computer lab schedule for classes and open computer lab time		
	Check out process and use of laptops, iPads, Chromebooks, projectors, doc cameras		
	Information on student use (site specific: student network folder, etc.)		
	Information on staff use (site specific: staff network folder, google drive)		
	Introduction to NorthStar Digital Literacy Standards		
	Online tutorials available for staff		
	Introduction to distance learning programs		
	(CHF and BC site specific) Meet with DL Teacher		
	(CHF site specific) Meet with CTEP Americorps member		
	(CHF and BC site specific) Site weebly page overview		
	GED & BRUSH UP (separate position checklist also available)		
	Goals and skills typical of pre-GED, GED and brush-up students		
	Orientation to room set up/storage/student files/sign in sheets, etc.		
	Introduction to class literacy assistant (as applicable)		
	Explore GED prep materials		
	Review weekly schedule for class (direct instruction – comp lab – study lab)		
	Class norms/rules – review suggestions on how to create and review with students		

	Observe new student meeting – completion of PEP, how to talk to students about their level and goals, etc.		
	Review attendance policy and student follow up		
	Review data reporting processes – exits, goals met, etc.		
	TABE testing – scoring, diagnostics, storage, etc.		
	GED online testing process		
	Explore GED practice tests information online		
	Drop letters process		
	Information on GED testing sites and schedules		
	Information on college readiness and support		
	Information on Accuplacer		
	Information on career pathways programming and support		
	Information on distance learning platforms used at this level		
	ESL		
	Goals, background, multi skill levels of ESL students in each level of class		
	Orientation to room set up/storage/student files/sign in sheets, etc.		
	Introduction to class or site literacy assistant (as applicable)		
	Explore ESL materials/resource room		
	Review weekly schedule for assigned level		
	Class norms/rules – review suggestions on how to create and review with students		
	CASAS testing – scoring, competencies, class profile (lower ESL levels)		
	TABE testing – process for administering progress tests, scoring, prescriptions for learning (higher ESL levels)		
	Information on distance learning orientations – current programming		
	TEACHER SUBSTITUTES INFO		
	Posting for a sub		
	Lesson plan prep and Sub folder		
	SPECIAL CLASSES		
	Information on Citizenship class offerings and resources		
	Information on Career Pathway classes offered by consortium		
	Information on Career Pathway classes offered by others		
	Site specific extra classes – Conversation, Pronunciation, Writing, Digital Literacy, etc		
	PROFESSIONAL DEVELOPMENT		
	Introduction to district PAS/Q-comp process (teachers)		

	Information on PLC meetings and schedule (teachers)		
	Information on consortium staff development events		
	Information on individual staff development plans/procedures (all positions)		
	ATLAS– Spring and Fall Regionals, Summer Institute, Literacy Minnesota- online trainings, ABE 101, CCRS Foundations, ACES 101, Anoka-Hennepin ISD 11 Staff Development, On-going community-based workshops and conferences		
	State initiatives		
	Process to register for outside events		
	SITE VOLUNTEERS		
	Introduction to site volunteer contact		
	How to work with and support volunteers in the classroom		
	Tracking/recording volunteer time in SID		
	Resources for volunteers		
	Volunteer request process		
	Volunteer appreciation		
	RESOURCE REFERRAL		
	CareerForce, Job Training Center		
	ABE Support Network		
	County Resource Guide noting common referrals made		