



Adult Educator Professional Development Foundations

Introduction

The Virginia Adult Learning Resource Center, or VALRC, suggests that all adult educators, including managers, administrators, data specialists, and especially teachers, complete the following checklist of actions, tutorials, and modules in order to develop a foundational platform of knowledge about the field of adult education in Virginia. The checklist is offered as both a tool for managers who need to on-board new staff, and for adult educators who want to manage their professional growth. Completing the checklist is not mandatory; rather, it is a recommended list of important items compiled by experienced adult educators around the state. VALRC suggests these actions, tutorials, and modules be completed by staff members during their first 1-3 years of employment. Finally, this list is not exhaustive but is meant to complement professional development and training conducted by local program employers. We suggest revisiting this list annually to stay current on the latest changes.

Actions

Subscribe to or create an account with the following:

1. [VAELN listserv](#) The VAELN listserv is managed by VALRC and is used to advertise upcoming professional development opportunities, news, and other important information for Virginia adult educators.
2. [COVLC](#) The Commonwealth of Virginia Learning Center, or COVLC, is Virginia's learning management system. By creating an account in COVLC, users can enroll in VALRC-sponsored events and manage their professional development transcripts.
3. [LINCS](#) The Literacy Information and Communication System, or LINCS, is a federally-managed resource for adult educators in the U.S. LINCS offers professional development courses and modules, online communities of practice, and information of interest to the field.

Modules and Tutorials

1. [*Adult Education in Virginia*](#). This self-paced, online module provides an overview of adult education in Virginia. Register for the module in COVLC.
2. [*Understanding Virginia Assessment Policy*](#). This self-paced, one-hour module is designed to compliment assessment certification training offered by test publishers with the goal of increasing participants' understanding of the need for and use of Virginia's assessment policy for adult education. This module is offered through COLVC.
3. [*Overview of College and Career Readiness Standards*](#) for ABE/ASE teachers provides foundational knowledge of the CCRS and is offered through COVLC --or-- [*English Language Proficiency Standards Modules 1-3*](#) provides an overview of the ELPS for teachers of ELLs and is offered through LINCS.
4. [*Data Flow*](#) is a self-paced module offered through the National Reporting System or NRS. The goal of this short module is to increase awareness of how data are transferred through the NRS and to build an overall understanding of its purpose.
5. [*Introduction to Workforce Preparation and Employability Skills*](#). This self-paced, online course provides an introduction to the concept of workforce preparation and the specific skills. This course is offered through LINCS.
6. [*Northstar Digital Literacy Assessment*](#). Northstar defines the basic skills needed to use a computer and the Internet in daily life, employment, and higher education. The online, self-guided modules assess the ability of adults--both teachers and students-- to perform these tasks.
7. [*2019 ASPD Tutorial*](#). This short video discusses the Adult Student Profile Document or ASPD that all adult students complete at the time of enrollment.

Next Steps

By completing all actions, modules, and tutorials, staff members are better prepared to begin working in Virginia's adult education and community literacy programs because they will share a common understanding about adult education in our state. This checklist represents a beginning point for continued professional growth, and VALRC recommends that staff members

- monitor information shared on the VAELN listserv,
- seek out further professional development opportunities,
- implement new knowledge and skills and reflect on their impact,
- talk to their manager about continued professional growth..