

Adult Education Improvement Plan

Teacher Name _____

Class Site _____

Date _____

I. Teacher training

I plan to attend all local AE in-service training.

I plan to attend all other recommended training.

I plan to attend all AE statewide conferences

II. Peer Mentoring

I plan to visit the class of a successful AE teacher to observe and adopt the “best practices” of this “peer mentor”.

Peer mentor selected _____

Planned visit dates _____, _____, _____, _____.

I plan to arrange ongoing reciprocal class visits with my peer mentor in order to develop a long-term mutually supportive relationship.

III. Classroom Environment

I have performed an AE class audit and I plan to improve my classroom environment by making the following changes:

1. _____
2. _____
3. _____
4. _____
5. _____

IV. Recruiting & Retention

I have reviewed my recruiting and retention plans and I plan to take the following specific actions:

1. _____
2. _____
3. _____
4. _____
5. _____

V. Performance

I plan to ensure that attendance expectations are clearly communicated during learner orientations and that attendance and conduct agreements are completed for each learner

I plan to ensure that learners are aware of and awarded all available attendance incentives.

I plan to ensure that re-assessments are being performed at fifty-hour intervals and always before any learner leaves the class for any reason.

I plan to ensure that learners are aware of and receive advancement and achievement incentives

VI. Other Planned Improvement Measures

1. _____
2. _____
3. _____
4. _____