Office of the State Superintendent of Education (OSSE) and University of the District of Columbia (UDC)
SPRING 2023 MINI-PROFESSIONAL DEVELOPMENT INSTITUTE
MAY 22 - 24, 2023

TOOLS OF THE TRADE: EXPANDING YOUR TOOLKIT
WITH STANDARDS-ALIGNED ASSESSMENT AND INSTRUCTIONAL TOOLS

The Office of the State Superintendent of Education, Adult and Family Education (OSSE AFE), in partnership with the University of the District of Columbia (UDC), is hosting a Mini-Professional Development Institute for adult education providers, training providers, workforce development providers, partner agencies and other stakeholders from Monday, May 22 to Wednesday, May 24, 2023. There are two, 1-hour sessions scheduled on each day, at 10 a.m. and 2 p.m. Please note that session 4, *Individualize Skill Building with IXL Learning*, is scheduled for 90 minutes. All sessions will be hosted online.

This mini-professional development (PD) institute will provide a foundation of evidence-based strategies and tools that educators, trainers, and workforce providers can utilize to help District residents achieve their academic, professional, and personal goals as they progress on their learning and/or career paths. Participants will gain strategies that can be put into practice to support District residents as they work to strengthen their literacy, numeracy, and digital skills to obtain, advance and/or transition to fulfilling careers in high-demand industries with family-sustaining wages.

Sessions include:

1. **Exploring the O*NET Standards –** Monday, May 22, 2023 from 10–11 a.m. Register
2. **Taking a Deeper Dive into the O*NET Standards –** Monday, May 22, 2023 from 2-3 p.m. Register
3. **Increasing Equity with Northstar Digital Literacy –** Tuesday, May 23, 2023 from 10–11 a.m. Register
4. **Individualize Skill Building with IXL Learning –** Tuesday, May 23, 2023 from 2-3:30 p.m. Register
5. **Develop Instructional Routines That Build Students' Digital Literacy Resilience and Skills with the EdTech Integration Strategy Toolkit –** Wednesday, May 24, 2023 from 10-11 a.m. Register
6. **Customize Learning with Essential Education's Tools for Adult Basic Education, GED, and Workforce Preparation –** Wednesday, May 24, 2023 from 2-3 p.m. Register

Past Mini-Professional Development Institute recordings and handouts are posted here.

Registration is quick and easy. To participate, complete the short registration form for each session you wish to attend. All sessions will be recorded and posted on the OSSE AFE Professional Development webpage where you can find recordings and handouts from past Mini-Professional Development Institutes.

MINI-PROFESSIONAL DEVELOPMENT INSTITUTE 2023
Schedule of Events

MONDAY, MAY 22, 2023

Session 1 10 - 11 a.m. To receive the webinar link, register here.	**Exploring the O*NET Standards** In order to pass industry credentials and be successful on the job, adult learners need to know occupation-specific skills. The O*NET standards were developed to align employers, trainers, and job seekers through the language of skills. In this session, learn the logic and structure of the O*NET content model to more easily navigate O*NET OnLine. By the end of this session, you will feel confident browsing O*NET OnLine and guiding students on My Next Move (o Mi Próximo Paso). **Learning Objectives** - Participants will be able to: • Identify the six main components of the O*NET Content Model; • Navigate O*NET OnLine to find career clusters and occupations by text or Standard Occupational Classification (SOC); and • Navigate My Next Move, including the career profiler, from the perspective of a student and/or job seeker.	
Co-Presenter(s):	**Meagen Farrell, Chief Learning Officer** **Mustard Seed Training, LLC**	
Session 2 2 - 3 p.m. To receive the webinar link, register here.	**Taking a Deeper Dive into the O*NET Standards** Improve your students' passing rates on technical skills exams for industry credentials with a deeper dive into O*NET's occupation-specific data. This session builds on the O*NET exploration in session one, Exploring the O*NET Standards, to learn how to interpret and apply reports on occupation-specific information from O*NET OnLine. Learn how O*NET's data on occupational requirements and characteristics can help you prioritize skills for lesson planning, create realistic work scenarios, and motivate learners with job prospects. This session also introduces additional sources for industry information including PD Bulletins crafted for IE&T providers in Washington DC. **Learning Objectives** - Participants will be able to: • Navigate the summary, details, and occupational-specific information on O*NET OnLine; • Reference detailed occupational-specific data in program design and lesson planning; and • Find industry-specific resources for local adult education, training and workforce development providers.	
Co-Presenter(s):	**Meagen Farrell, Chief Learning Officer** **Mustard Seed Training, LLC**	

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TUESDAY, MAY 23, 2023

Session 3 **10 - 11 a.m.** **To receive the webinar link, register here.**	**Increasing Equity with Northstar Digital Literacy** Northstar Digital Literacy offers assessments, instructor led curricula, and self-directed online practice lessons on foundational digital literacy skills in 15 different topic areas including Basic Computers, Internet Basics, Using Email, Windows 10, Mac OS, Microsoft Word, Excel and PowerPoint, Google Docs, Social Media, Information Literacy, Accessing Telehealth Appointments, Your Digital Footprint, Distance Learning Platforms, and Career Search Skills. At the end of each assessment, the learner receives results page that lists the skills that have been mastered and the skills that can be enhanced. These skills are then aligned with the curricula and practice lessons to allow learners and instructors to focus on the areas for growth potential. **Learning Objectives** - Participants will be able to: • Use the Northstar Digital Literacy Standards to determine learning needs; • Explore the Northstar Digital Literacy instructor led curriculum and self-directed online practice lessons; • Use the Northstar Digital Literacy assessments to pre- and post-test students' computer skills; and • Learn about the certificates and badges that students can earn to document their computer skills.
Co-Presenter(s):	**Theresa Sladek**, Strategic Partnerships & Northstar Business Development Manager Literacy Minnesota
Session 4 **2 - 3 p.m.** **To receive the webinar link, register here.**	**Individualize Skill Building with IXL Learning** The IXL Learning platform is a personalized digital learning space with a K-12 curriculum that has more than 9,000 skills in math, English language arts, science, social studies, and Spanish. By using real-time diagnostics, a comprehensive curriculum, individualized lessons, and actionable analytics, this instructional resource, provided by OSSE Adult and Family Education to DC providers and partners, can be used to create personalized learning plans for older youth and adult learners in adult education, Integrated Education & Training, and/or workforce programs. Many K-12 students in the District use IXL Learning, so parents who use it to accelerate their own learning have the added benefit of being able to support their children in navigating through this user-friendly software. *(This session is equivalent to IXL Foundations I.)* **Learning Objectives** - Participants will be able to: • Identify the IXL skills included in the curriculum; • Assign IXL skills to students for independent practice; and • Monitor student progress with the system's reports and analytics.
Co-Presenter(s):	**Brian Townsend, IXL Professional Learning Specialist** **IXL Learning**

WEDNESDAY, MAY 24, 2023	
Session 5 **10 - 11 a.m.** **To receive the webinar link, <u>register here</u>.**	**Develop Instructional Routines That Build Students' Digital Literacy Resilience and Skills with the EdTech Integration Strategy Toolkit** The EdTech Integration Strategy Toolkit is a resource designed to help educators build effective routines –general, repeatable edtech activities that can be leveraged regularly regardless of context or content and provide predictable experiences for learners– and understand the underlying evidence-based strategies behind their use. The app helps educators and trainers find strategies, resources, and activities to support meaningful edtech integration and digital skill development by implementing instructional routines and applying them during the learning experience. These instructional routines include: Engage & Question, Build Knowledge, Process & Practice, Respond & Create, and Reflect & Assess. <u>**Learning Objectives**</u> - Participants will be able to: • Identify the digital literacy standards and frameworks relevant to adult basic education; • Select relevant, evidence-based strategies and routines for integrating edtech into instruction; and • Develop strategies for embedding explicit digital literacy instruction into classroom instruction.
Co-presenter(s):	**Jeff Goumas, Digital Learning Senior Technical Advisor World Education, Inc.**
Session 6 **2 - 3 p.m.** **To receive the webinar link, <u>register here</u>.**	**Customize Learning with Essential Education: Tools for Adult Basic Education, GED and Workforce Preparation** Participants in this session will become acquainted with the Essential Education courses – CASAS Academy, GED Academy, Computer Essentials, Money Essentials, Work Essentials and Dream Catcher, an online self-paced career planning course. This adaptive learning platform is made available by the DC Office of the State Superintendent of Education (OSSE) to DC providers and partners to support older youth and adult learners wherever and whenever they have time to dedicate to skill building. <u>**Learning Objectives**</u> - Participants will be able to: • Identify the skills included in each course; • Examine the alignment of the Essential Education courses to CASAS competencies and the College and Career Readiness Standards as well as integrate workforce preparation into your classroom; • Customize the student's individualized experience based on each student's assessment results; and • Monitor student progress with reports and analytics to maximize learning gains.
Co-presenter(s):	**Brittney Napolitano, Educator Support Specialist and Jason Guard, Senior Blended Learning Specialist Essential Education**

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- **College and Career Readiness Standards for Adult Education** – The *College and Career Readiness Standards* (*CCR*) *for Adult Education* report presents a set of college and career readiness standards that reflect the content most relevant to preparing adult students for success in colleges, technical training programs, work and citizenship—in the areas of English language arts/literacy and mathematics.

- **EdTech Integration Strategy Toolkit** – The EdTech Integration Strategy Toolkit is designed to help educators build effective strategies for instruction that integrate technology while developing learners' digital skills. The app helps educators and trainers find strategies, resources, and activities to support meaningful edtech integration and digital skill development.

- **Essential Education** –OSSE Adult and Family Education provides Essential Education, an instructional software that includes CASAS Academy, Computer Essentials, Dream Catcher, GED Academy, Money Essentials, and Work Essentials, to DC providers and partners. OSSE AFE makes resources available to DC providers and partners who serve older youth and/or adults, though capacity is limited on some resources and/or software licenses. To request access to this resource, please complete the OSSE AFE Resource Request Form or email OSSE.AFETA@dc.gov with any questions.

- **IXL Learning** – IXL Learning for use by DC providers and partners. IXL Learning is a web-based learning system with real-time diagnostics, a comprehensive K-12 curriculum, individualized guidance, and real-time analytics. IXL has lessons in language arts, math, science, social studies, and Spanish. OSSE AFE makes resources available to DC providers and partners who serve older youth and/or adults, though capacity is limited on some resources and/or software licenses. To request access to this resource, please complete the OSSE AFE Resource Request Form or email OSSE.AFETA@dc.gov with any questions.

- **Northstar Digital Literacy Assessment** – The Northstar Digital Literacy Assessment is a tool to help older youth and adults to build their digital literacy skills, complete assessments that measure mastery of computer skills in fifteen areas, and earn badges that document this mastery. OSSE AFE makes resources available to DC providers and partners who serve older youth and/or adults, though capacity is limited on some resources and/or software licenses. To request access to this resource, please complete the OSSE AFE Resource Request Form or email OSSE.AFETA@dc.gov with any questions.

- **O*NET Online** – The Occupational Information Network, known as O*NET Online and developed by the US Department of Labor/Employment and Training Administration (USDOL/ETA), is the nation's primary source of occupational information.

- **OSSE Adult and Family Education (AFE) and the University of the District of Columbia (UDC) Mini-Professional Development (PD) Institutes** – OSSE FE and UDC have had several fabulous Mini-PD Institutes designed to meet the needs of DC providers and partners. We invite you to check out the recorded webinars and handouts on the OSSE website.