



**Office of the State Superintendent of Education (OSSE) and
University of the District of Columbia (UDC)
WINTER 2024 MINI-PROFESSIONAL DEVELOPMENT INSTITUTE
SCHEDULE OF EVENTS
JAN. 29 – 31, 2024**

**ALIGNING ACADEMIC, DIGITAL LITERACY, AND INDUSTRY-FOCUSED STANDARDS
INTO ASSESSMENT AND INSTRUCTION**

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 (PD) institute for adult education providers, training providers, workforce development providers, partner agencies and other stakeholders from Monday, **Jan. 29** to Wednesday, **Jan. 31, 2024**. There are two, 1-hour sessions scheduled on each day, at 10 a.m. and 2 p.m. All sessions will be hosted online and recorded.

This mini-PD institute will provide a foundation of **academic, digital literacy, and industry-focused standards**, combined with evidence-based strategies and tools, that educators, trainers, and workforce providers can utilize to help District residents enhance their **literacy, numeracy, digital, and workforce skills** to obtain, advance and/or transition to fulfilling careers in high-demand industries with family-sustaining wages.

Sessions include:

1. **Monday, Jan. 29, 10–11 a.m.** | CASAS – New Series Aligned to College and Career Readiness Standards: Focus on Assessment (Part 1 of 2) | [Join this session.](#)
2. **Monday, Jan. 29, 2-3 p.m.** | CASAS – New Series Aligned to College and Career Readiness Standards: Focus on Instruction (Part 2 of 2) | [Join this session.](#)
3. **Tuesday, Jan. 30, 10–11 a.m.** | Digital Skills Integration: Defining Needs Using Frameworks | [Join this session.](#)
4. **Tuesday, Jan. 30, 2-3:30 p.m.** | Digital Skills Integration: Building Knowledge Using Effective Strategies | [Join this session.](#)
5. **Wednesday, Jan. 31, 10-11 a.m.** | Using O*NET Standards to Contextualize Lesson Plans (Part 1 of 2) | [Join this session.](#)
6. **Wednesday, Jan. 31, 2-3 p.m.** | Using O*NET Standards to Contextualize Lesson Plans (Part 2 of 2) | [Join this session.](#)



REGISTRATION IS NOT REQUIRED. To participate, click on the link provided for each session. Attendees may attend part 2, even if they did not attend part 1. All sessions will be recorded and posted on the [OSSE website.](#)

For additional information, contact OSSE.AFETA@dc.gov





WINTER 2024 MINI-PROFESSIONAL DEVELOPMENT INSTITUTE Schedule of Events

MONDAY, JAN. 29, 2024

Session 1 10 - 11 a.m. Join this session.	CASAS – New Series Aligned to College and Career Readiness Standards: Focus on Assessment (Part 1 of 2) Participants will become acquainted with the new CASAS assessment series --Reading STEPS, Listening STEPS, and Math GOALS 2 by examining sample test items and their alignment to the College and Career Readiness Standards (CCRS) and the English Language Proficiency Standards. <u>Learning Objectives</u> - Participants will be able to: <ul style="list-style-type: none">• Use standards to identify the academic skills assessed with the new test series;• Identify the key components of the CASAS system and test items in the new test series; and• Access resources related to the new CASAS test series.	
Presenter(s):	Karen Burger, National Program and Field Studies Specialist and Astrid Robitaille, National Program Specialist Comprehensive Adult Student Assessment Systems (CASAS)	
Session 2 2 - 3 p.m. Join this session.	CASAS – New Series Aligned to College and Career Readiness Standards: Focus on Instruction (Part 2 of 2) Participants will take a closer look at the CASAS sample test items and blueprints to identify the ways in which the new TOPSpro Enterprise reports can be used to inform instruction. The session will include a demonstration on how to generate reports in TOPSpro Enterprise and/or access them through the new Teacher Portal. <u>Learning Objectives</u> - Participants will be able to: <ul style="list-style-type: none">• Interpret instructional reports to identify learner needs;• Use test results to plan instruction; and• Access TOPSpro Enterprise and/or the Teacher Portal to generate reports.	
Presenter(s):	Karen Burger, National Program and Field Studies Specialist and Astrid Robitaille, National Program Specialist Comprehensive Adult Student Assessment Systems (CASAS)	





TUESDAY, JAN. 30, 2024

Session 3 10 - 11 a.m. Join this session.	Digital Skills Integration: Defining Needs Using Frameworks Digital skills frameworks are a critical starting point for establishing edtech strategies that both enhance instruction and build digital literacy. In this session, participants will explore various digital skills frameworks to build awareness of the range of options available and how to choose the right one for your instructional goals. <u>Learning Objectives</u> Participants will be able to: <ul style="list-style-type: none">• Define the importance of digital skills frameworks;• Compare and contrast various digital skills frameworks; and• Choose a digital skills framework that aligns with the instructional and learning goals of your program.
Presenter(s):	Jeffrey Goumas, Senior Technical Advisor and Rachel Riggs, Technical Advisor World Education, a Division of JSI 
Session 4 2 - 3 p.m. Join this session.	Digital Skills Integration: Building Knowledge Using Effective Strategies While digital skills frameworks help define which digital skills to emphasize within instruction, providers must then develop effective, sustainable strategies for integrating digital skills into instruction. During this session, participants will explore various instructional strategies and assessment tools that support the integration of technology and digital skills into Integrated Education & Training (IE&T) and workforce programming. <u>Learning Objectives</u> Participants will be able to: <ul style="list-style-type: none">• Define edtech strategies and their connection to digital skill integration;• Identify digital skills integration opportunities in alignment with other competencies; and• Examine various methods for assessing digital skills.
Presenter(s):	Jeffrey Goumas, Senior Technical Advisor and Rachel Riggs, Technical Advisor World Education, a Division of JSI 



WEDNESDAY, JAN. 31, 2024

Session 5 10 - 11 a.m. Join this session.	Using O*NET Standards to Contextualize Lesson Plans (Part 1 of 2) How can adult educators and vocational instructors help District residents achieve their workforce goals? O*NET standards provide valuable information about key occupational skills for instructors to use when developing targeted lesson plans and activities for basic skills, Integrated Education & Training (IE&T) and workforce programming. Participants will learn about tools and methods to develop lesson plans that align O*NET standards with adult literacy, workforce preparation, and specific industry certifications. <u>Learning Objectives</u> Participants will be able to: <ul style="list-style-type: none">• Identify resources from previous OSSE Adult and Family Education Mini-Professional Development Institutes about lesson planning and industry standards;• Align industry-specific standards (O*NET) to an IE&T or workforce lesson plan; and• Use a lesson plan template or builder to prepare contextualized learning activities with an emphasis on the HyFlex learning model.	
Presenter(s):	Meagen Farrell, Chief Learning Officer Mustard Seed Training, LLC	
Session 6 2 - 3 p.m. Join this session.	Using O*NET Standards to Contextualize Lesson Plans (Part 2 of 2) Adult educators and vocational instructors can use the O*NET Standards to find aligned activities for basic skills and vocational training, and to share lesson plans and resources. Participants will learn how to modify standards-aligned content for HyFlex delivery, including in-person, online synchronous, and online asynchronous learning. <u>Learning Objectives</u> Participants will be able to: <ul style="list-style-type: none">• Prepare a lesson plan with contextualized learning experiences aligned to O*NET standards;• Consider aspects of lesson planning in a Hyflex learning model; and• Utilize a checklist to revise industry-specific lesson plans for monitoring and publication.	
Presenter(s):	Meagen Farrell, Chief Learning Officer Mustard Seed Training, LLC	



RESOURCES

- [College and Career Readiness Standards for Adult Education](#) – The *College and Career Readiness Standards (CCR) for Adult Education* 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.
- [English Language Proficiency Standards for Adult Education](#) – The English Language Proficiency (ELP) Standards for Adult Education (AE) are intended to address the need for educational equity, access, and rigor for adult English learners (ELs) as states adopt challenging academic content standards for adult education with the goal of ensuring that adult learners are prepared for careers and postsecondary education.
- [Essential Education](#) – OSSE AFE provides Essential Education, an instructional software that includes CASAS Academy, Computer Essentials, 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](#) – OSSE AFE provides IXL Learning for use by DC providers and partners. IXL Learning is a web-based learning system with real-time diagnostics, comprehensive K-12 curriculum, individualized guidance and real-time analytics. IXL has lessons in language arts, math, science and social studies. 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](#) – 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 15 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](#).