

Adult Education Staff Induction & Training Guide

In order to assist AZ adult education programs with the planning and orientation of local program staff, ADE-AES has developed this induction and training guide. The guide provides an overview of the required training/s for staff in key functions, as referenced in the 2020-2024 ADE-AES Grant Contract. In addition, the guide includes recommended training/s for staff to increase their knowledge and skills in their key function role/s. For specific information on upcoming training dates, please go to the ADE Training and Events Calendar at: <https://www.azed.gov/events>

ADE-AES Grant Key Function(s)	Training and Links	Supporting Documents and Resources
Data Entry and Data Coordinators	Required: <ul style="list-style-type: none"> ● AAEDMS Training-Module 1 <ul style="list-style-type: none"> ○ For PY 2020 - 2021, training scheduled by program and/or liaison Recommended: <ul style="list-style-type: none"> ● NRS Self-Paced Online Courses 	*AAEDMS *National Reporting System
Student Services Coordinators	Required: <ul style="list-style-type: none"> ● Pipeline AZ Training Recommended: <ul style="list-style-type: none"> ● NRS Self-Paced Online Courses 	*National Reporting System

Assessment Coordinators and Test Administrators	Required: <ul style="list-style-type: none"> • TABE 11&12 Administrator Training • TABE CLAS-E Administrator Training Recommended: <ul style="list-style-type: none"> • TABE Online: Tests of Adult Basic Education TABE ONLINE ON-DEMAND TRAINING VIDEOS • A Primer: Diagnostic, Formative, & Summative Assessment 	*PY20-21 Arizona Adult Education Assessment Policy *TABE 11&12 Test Administration Manual *TABE CLAS-E Test Administration Manual *TABE Remote Proctoring Guidance
College and Career Navigators	Required: <ul style="list-style-type: none"> • HSE PLUS Career Readiness Pathway Training • Pipeline AZ Training • Identifying the Best HSE Pathway for Learners Recommended <ul style="list-style-type: none"> • GED Testing 	*HSE+CR Summary of Requirements Table *HSE+CR Point Value Summary *HSE+CR AAEDMS Instruction Manual *Overview of Pathways to Arizona High School Equivalency
Program Administrators	Required: <ul style="list-style-type: none"> • New Program Administrators Training • AAEDMS and NRS Tables Training <ul style="list-style-type: none"> ○ To be scheduled through program liaison • Planning for Professional Learning Webinar Recommended: <ul style="list-style-type: none"> • Complete the Principles of Learning for Instructional Design Course in LINCS • Complete the Motivating Adult Learners to Persist course through LINCS • Complete the Introduction to Teacher Effectiveness and Induction course through LINCS • NRS Self-Paced Online Courses • LINCS, WIOA and workforce prep (2 part, 90 mins) • A Primer: Diagnostic, Formative, & Summative Assessment 	*AZ Adult Education Teacher Standards *Professional Learning Planning Guide *AZ Adult Education Content Standards *AAEDMS *NRS *WIOA AES Grant Contract *AES Blended Learning Policy * LINCS Sign-In Page *AES Assessment Policy *Overview of Pathways to Arizona High School Equivalency

Instructional Leaders	<p>Required:</p> <ul style="list-style-type: none"> ● Planning for Professional Learning Webinar ● AZ Adult Education Teacher Standards Training ● AZ Adult Education Content Standards Training <p>Recommended:</p> <ul style="list-style-type: none"> ● Complete the Principles of Learning for Instructional Design Course in LINCS ● Complete the Motivating Adult Learners to Persist course through LINCS ● Complete the Introduction to Teacher Effectiveness and Induction course through LINCS ● Complete the ESL Pro course through LINCS ● NRS Self-Paced Online Courses ● LINCS, WIOA and workforce prep (2 part, 90 mins) ● A Primer: Diagnostic, Formative, & Summative Assessment ● Identifying the Best HSE Pathway for Learners ● GED Testing 	<ul style="list-style-type: none"> *AZ Adult Education Teacher Standards *Professional Learning Planning Guide *AZ Adult Education Content Standards *AAEDMS *NRS *WIOA AES Grant Contract *AES Blended Learning Policy *LINCS Sign-In Page *AES Assessment Policy *Overview of Pathways to Arizona High School Equivalency
Instructors- ABE and ELAA	<p>Required</p> <ul style="list-style-type: none"> ● AZ Adult Education Teacher Standards Training ● AZ Adult Education Content Standards Training <p>The following trainings are required only if the instructor will be using the online curricular resources or the TVM:</p> <ul style="list-style-type: none"> ● Burlington English Online Curriculum Training ● Odysseyware Online Curriculum Training ● NROC Curriculum Training ● Teacher Verification Model Training (TVM) <p>Recommended:</p> <ul style="list-style-type: none"> ● Complete the Principles of Learning for Instructional Design Course in LINCS ● Complete the Motivating Adult Learners to Persist course through LINCS ● Complete the Introduction to Teacher Effectiveness and Induction course through LINCS ● Complete the ESL Pro course through LINCS ● A Primer: Diagnostic, Formative, & Summative Assessment ● Identifying the Best HSE Pathway for Learners ● GED Testing ● 	<ul style="list-style-type: none"> *AZ Adult Education Teacher Standards *AZ Adult Education Content Standards *AES Blended Learning Policy *LINCS Sign-In Page *Overview of Pathways to Arizona High School Equivalency

<p>Grants Management and LEA Business Manager (Fiscal)</p>	<p>Required: <u>Webinars provided by ADE/Grants Management</u></p> <ul style="list-style-type: none"> ● GME Navigation Basics ● Self Assessment and GSA (General Statement of Assurances) Lunch & Learn ● Indirect Cost Lunch & Learn ● Single Audit Lunch & Learn ● Reimbursement Request (Overview) ● Completion Report (Overview) <p>Recommended:</p> <ul style="list-style-type: none"> ● Federal Uniform Guidance (2 CFR § 200): General Provisions for Selected Items of Cost, 200.420 ● Arizona State Uniform System of Financial Records 	<p>ADE-AES Adult Education Grant Contract</p>
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