



ABE Teacher Recruitment & Training for ABE Managers

MANAGER FOCUSED WEBINAR SERIES
LITERACY ACTION NETWORK
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Teacher Recruitment

Debbie Cushman, Associate Director - MN Literacy Council



Teacher Recruitment

External / market factors

Statewide

Regional

Local

Internal considerations

Job design

Networking and job postings

Interviewing and selection

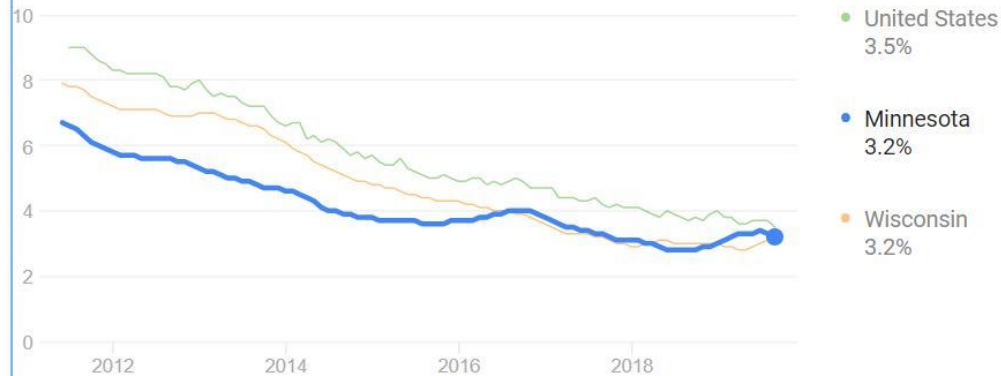
Grow v. buy talent

Diversity, equity and inclusion

External / market factors - statewide

Minnesota / Unemployment rate

3.2% (Sep 2019)





External / market factors - regional and local

What's the competition doing? How can you make your opportunities more attractive?

Promoting built-in perks that already exist

Referral “bonuses” for current employees, retention bonuses for new hires

Consider your overall brand and market reputation

Move more quickly than ever before through the hiring process





Internal considerations - shorter term

Job design: What is truly required? What could be preferred instead of required?

Networking and posting jobs: Where else could you get the word out? Listservs, social media, college and university job boards, etc.

Interviewing and selection: Make sure your process is behaviorally-based and be consistent with all applicants. Then consider questions like team dynamics, likelihood of retention, opportunity for promotion (potential), etc.

Example: ESL Teacher qualifications



Qualified candidate will have:

- Bachelor's degree in education or related field, master's degree in ESL, TESOL, or related field preferred; minimum 1 year experience teaching ESL. TEFL, ESL certification or licensure strongly preferred.
- Comprehensive understanding of ESL/ABE and adult learning; thorough knowledge of effective teaching methods for adult learners.
- Able to work independently in a collaborative, fast-paced, adaptive environment.
- Ability to relate effectively with people of other cultures and varying educational backgrounds; ability to respond effectively to individual and cultural needs, as well as learning styles.
- Detail-oriented, and skilled in gathering, organizing, and maintaining a wide variety of data.
- Skilled in volunteer mentoring and supervision. Good judgment, resourcefulness, and initiative.
- Able to effectively use computers and related technology.
- Excellent verbal, written, and interpersonal skills. Multilingual speaker preferred.
- Ability to work hours required by specific position.



Internal considerations - longer term

Grow your own talent or buy it from the marketplace?

Volunteers, AmeriCorps members, community members, former learners...

Diversity, equity and inclusion:

The Coalition to Increase Teachers of Color and American Indian Teachers in Minnesota
(tocaimn.org):

“The MN teaching force is 96% white even though students of color and Native American students make up 34% of the K-12 population in MN and are the majority of students in many urban, suburban and rural schools.”



Local and in-house PD

Karen Wolters, Adult Basic Education Coordinator for Mankato Area Public Schools



Mankato Area ABE

Local context: 6 Districts, 5 Sites, 850 students; 85,000

- 38 Staff Total
 - 5 FT Administrative (non-classroom); 1 PT Liaison
 - 20 teachers; {5 FT (3 w/ lead teacher duties) 15 PT}
 - 3 PT teaching assistants
 - 9 PT Lincoln Logs childcare/preschool staff



Mankato Area ABE - New Teachers

[ABE Licensed Instructor Training Checklist](#)



Statewide PD Offerings

Susan Wetenkamp-Brandt, Senior Manager of Educational Technology and Digital Literacy - MN Literacy Council



Statewide Professional Development

For new teachers:

- ABE Foundations: <https://atlasabe.org/key-activities/abe-foundations/>
- ABE Handbook:
<https://sites.google.com/view/abe-foundations-handbook/home>
- ATLAS Calendar & ABE Connect Newsletter: atlasabe.org



Continue the discussion on Schoology!

- Create a **FREE** Schoology account at schoology.com
- Locate the **Groups** dropdown
- Choose **MN ABE Administrators**
- Click **Join**
- Input this code **Z97XM-W9RVN**
- Click **Join** to complete

If you have any questions for our presenters, or want to continue on with a discussion of today's topics, please post your question in the MN ABE Administrators group and we will follow up with you!

THANK YOU FOR YOUR PARTICIPATION
TODAY!