

***The right skills, at the right time, in the right way.***

Indiana’s Demand Driven Workforce

**APPLICATION | Indiana Adult Education**

**Professional Development Facilitator Position**

**Department of Workforce Development | INDIANA ADULT EDUCATION**

10 N. Senate Avenue, IGCS SE 203| Indianapolis, IN 46204 | [AdultEd@dwd.in.gov](mailto:AdultEd@dwd.in.gov)

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| **Instructions** | Please complete the application and email to Amy Ramer at [aramer@dwd.IN.gov](mailto:DDevers@dwd.IN.gov). |

**NAME** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **DATE** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF ADULT EDUCATION PROGRAM** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **TELEPHONE NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Years Teaching Adult Education** \_\_\_\_\_\_\_ **Class Hours per Week for PY 23-24** \_\_\_\_\_\_\_\_  **ABE** \_\_\_\_\_\_\_\_ **Subjects Taught** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **ESL** \_\_\_\_\_\_\_\_\_ **Levels Taught** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**TEACHING PHILOSOPHY** |What is your **teaching philosophy** as it relates to adult education?

**PRESENTATION EXPERIENCE** | List professional development events where you have presented (include local, regional, state and/or national level).

**NRS TABLES 4 & Total Distance Learning** | How do you utilize **NRS Tables 4 and Total Distance Learning** to design classroom instruction?

**DIFFERENTIATED INSTRUCTION** |To what extent do you utilize **differentiated instruction** in your classroom?

**CAREER AWARENESS** | Are you currently integrating **digital literacy**, **career awareness** and **workforce preparation** activities into your classroom instruction? If yes, please give examples.

**DISTANCE LEARNING** | How do you utilize **distance learning** in your classroom? (Include hard copy materials, software and online sites).

**TRAVEL** | Are you willing to **travel** locally and/or regionally?

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| **DIRECTOR’S RECOMMENDATION**  I strongly recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a PD Facilitator position. He/she has demonstrated effectiveness in the adult education classroom and consistently performs at or above the local and state performance targets. In addition, he/she has demonstrated instructional leadership skills and consistently strives for continuous improvement. He/she will be an asset to the state in this position.  **Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of Fiscal Agent** (if program is sub-grantee) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**APPLICANT’S SIGNATURE**

In the event I am chosen as a PD Facilitator, I agree to fulfill the duties outlined in the job description to the best of my abilities beginning **July 1, 2023** through **June 30, 2024**. I understand that a minimum stipend of **$2,500** will be paid to me (half in December and half in June) upon satisfactory completion of my duties.

**Applicant’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_