

HUBBS



CENTER FOR LIFELONG LEARNING

New Teacher Orientation

Overview - Adult Basic Education (ABE)

Federal Level:

- Dept of Edu – Office of Vocational & Adult Education (OVAE)
- National Reporting System (NRS)
- Workforce Investment Act (WIA)
- States vary in where ABE is “housed” and level of state support

Overview of ABE, cont.

State Level:

- MN Dept of Edu
<http://mnabe.themlc.org/>
- Approx. 48 ABE consortia (we are the largest)
- Yearly aid is based on complicated formula based on contact hours from prior year

Overview of ABE, cont.

- The mission of Adult Basic Education (ABE) in Minnesota is to provide adults with educational opportunities to acquire and improve their literacy skills necessary to become self-sufficient and to participate effectively as productive workers, family members, and citizens

Overview of ABE, cont.

- Programs:

- GED - General Educational Development diploma

- Adult Diploma

- ESL - English as a Second Language

- Basic Skills Enhancement

- Work Readiness/Workforce Preparation

- Citizenship/Civics Education

- Family Literacy

Overview of ABE, cont.

- To be eligible for ABE, an individual must be 16 or over, not enrolled in secondary school, and functioning below the 12th grade level in any of the basic academic areas including reading, math, writing and speaking English.

Overview of ABE, cont.

- Adult Basic Education addresses a variety of learner goals.

ABE helps learners to:

- Attain employment and/or better their current employment;
- Achieve high school equivalency (GED or Adult H.S. Diploma);
- Attain skills necessary to enter post-secondary education and training;
- Exit public welfare and become self-sufficient;
- Learn to speak and write the English language;
- Master basic academic skills to help their children succeed in school;
- Become U.S. citizens and participate in democratic society; and
- Gain self-esteem, personal confidence and sense of personal and civic responsibility.

(OUTCOMES)




Hubbs Center for Lifelong Learning

- **SPPS: Community Education**
<http://www.commedprograms.spps.org/>
- **Saint Paul Adult Basic Education**
<http://www.hubbs.spps.org>
- **Saint Paul Community Literacy Consortium (SPCLC)**
<http://spclc.themlc.org/>






Hubbs Program Highlights

- GED (General Educational Development)
 - Post-Secondary Preparation
 - Embedded Digital Literacy skill building
 - English Language Learning (ELL)
 - Occupational Prep (CNA, ServSafe, etc.)
 - Special Needs
 - Community Outreach Programs
 - Workforce Education/FastTRAC
 - Distance Learning
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General Information

- Classes are free
 - Students 19 and older (16-18 year olds need age waiver/special class)
 - Walk-in registration is twice a week
 - Managed enrollment monthly sessions (except for Outreach)
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Program Administration

- ABE Supervisor:
Kristine Wehrkamp
- ABE Assistant Supervisor:
Jennifer Weaverling
- Outreach & Workforce Manager
Karen Gerdin
- Learner Accountability:
Jenny Schlukebier
- Others: team leaders, advisors, tech coordinators, special needs, and more!



Contact Info

Kristine Wehrkamp (room 1003):

kristine.wehrkamp@spps.org

651-744-7565

Jennifer Weaverling (room 1002):

jennifer.weaverling@spps.org

651-744-7564

Karen Gerdin (room 1105):

karen.gerdin@spps.org

651-744-7522

Jenny Schlukebier (room 1107):

jenny.schlukebier@spps.org

651-744-7601

Student Services (room 1101)

- Learner Accountability
Jenny Schlukebier (and staff)
- Registration: intake & orientations
- Scheduling & academic advising
- Counseling services
Kathleen O' Shaunessey/Amy Stotzheim
- HR & payroll
- Book Store and Lending Library

... Agencies in the Building

- Student Services Office (rm. 1101):
 - TRIO (help with college financial aid, etc.)
 - Community college visits
 - Open Cities health clinic
 - And more...
 - See Ruth Rodriguez (Volunteer Coordinator)



Special Needs

- Catherine Ryan

room 1217

catherine.ryan@spps.org



Curriculum & Resources

- For all courses visit the

[Help Yourself Desk !](#)

ELL materials & checkout – room 1511

Team Lead: Lia Conklin

Adv ELL materials & checkout – room 1302

Team Lead: Alison Shank

ASE materials – room 1302

Team Lead: Tammy Twiggs

Math materials/office – room 1417

Team Lead: Thong Thao

GED materials/office – room 1429

Team Lead: Pam Ampferer

Supplies

- Copy Service @ Front Desk (see us for copy codes)
- Copiers available (for small copy jobs) in rooms 1302 & 1004
- White board markers
- Transparencies – *suggest use of document camera*
- Other supplies very limited basis (*order form on Help Yourself Desk or see Maiyia*)

Room Assignments

- Teachers do not have assigned classrooms
- Need to be portable/flexible
- Be respectful of shared space (erase boards, push in chairs, etc.)
- See Jennifer or Kristine for office/desk assignment...

Technology

- Learning Lab, Room 1308 Lab, and “wired” classrooms (rooms 1409 & 1316)
- Computers on Wheels (COWS)
- Document camera & LCD projector carts
- Digital camera & digital video cameras
- Other: TVs w/VCR or DVD player, overhead projectors

MABE (database)

- Class roster
- Attendance sheet (print out available first day of class)
- Access to student page, test scores, etc.
(CONFIDENTIAL!!)
- Managed enrollment

**Students not scheduled into your class
are not allowed to attend your class.**



Time Cards

- Due every other TUESDAY
(pay day is that Friday)
- Look for signs around the building
- Submit to your Supervisor
(see instruction sheet or Hubbs 101)

1 hour prep for each 6 hours of instruction



Substitute Teachers

- Find your own sub (unless it's an emergency) and call front desk
- Call or email Jennifer or Kristine, Ivana Travers or Mai Lor (front desk), and Linda Robinson (Business Office) with dates and details
- List of approved subs on the **Help Yourself Desk**
- Keep a sub folder on file with front desk!

Testing

- ELL
Comprehensive Adult Student Assessment System (CASAS)
- ASE
Test of Adult Basic Skills (TABE)
- Testing Room –
- Periodic classroom testing (teacher administers)
- State learner progress policy/Learner Review Team

Other...

- Admin & support staff make decisions about closing classes, moving rooms, etc.

Take concerns to Kristine/Jennifer

- Fill out a **“Teacher Recommendation for Class Change”** form and send with learner to Student Services to move a learner
(see your Team Lead for guidelines about moving learners appropriately...)

Communication & PD

- SPPS email !
- Mailbox
- Monthly staff meetings at 7:45 AM and 4:30 PM
 - Attend one or the other
 - You will be compensated
 - Announced in advance
- Staff Development Days (4 per year)

Professional Learning Communities (PLCs)

- If you form/join a cohort, you may be compensated 2 hours/month

... ABE Career Advancement

- Teachers are hired hourly
- Build your schedule by accepting hourly offers as they arise
- Flexibility in time of day/location is a plus!
- Contract positions are offered periodically
- Contracts require additional responsibilities outside the classroom (team leadership, curriculum design, etc.)
- Teaching license required; ABE license or certificate recommended

... ABE Career Advancement

- Adult Basic Education instructors should have the ability to work with diverse adults including low-literacy native speakers and English language learners in different subjects including (but not limited to) reading, writing, math, and computers.

Hubbs Center 101 (FAQ)

Hubbs Center 101 - Mozilla Firefox

http://www.hubbs.spps.org/Hubbs_FAQ.html

SPPS Home Saint Paul Public Schools District About Us School Locator Directories Calendars

HUBBS CENTER FOR LIFELONG LEARNING

Hubbs Center Home
General Information
Contact Information
School Calendar
Students
Volunteers
Staff
Site Map

Hubbs Center Home > Staff > Help Yourself Desk > Hubbs 101 - FAQ

Hubbs Center 101

Frequently Asked Questions about the Hubbs Center

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[Back](#)

Saint Paul PUBLIC SCHOOLS
A World of Opportunities

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Access via the
Help Yourself Desk