**[](http://mnabe-distancelearning.org/)**

**Outline of Suggested Skills and for Minnesota ABE DL teachers/staff**

General:

* Highly digitally literate/competent, including confidence troubleshooting DL platforms, and basic computer/mobile device issues
* Data-minded and detail oriented; knowledge of or willingness to learn spreadsheet or basic database skills
* Experience/comfort with a diverse range of adult learners and ELLs
* Able to prioritize multiple tasks
* Willingness to create, learn, and consistently adapt and improve systems and procedures
* Organizational skills – physically and digitally

Specific to Distance Learning:

* Understanding of basic premises informing distance learning in ABE (types of delivery models, best practices, etc.)
* Familiarity and compliance with current state DL policy
* Understanding of basic digital literacy instruction and use by learners
* Understanding the type of learner for whom DL is appropriate and useful
* Working knowledge of DL in the following areas: Recruitment, Screening/Orientation, Instruction and Tools to Support Instruction, Assessment, and Reporting
* Ability to effectively address issues related to learner persistence and overcoming barriers
* Familiarity with DL platform(s) used
* Following DL naming conventions for SID and data reporting requirements for each DL platform used
* Developing (or use a previously developed) DL implementation plan and treat it as a living document as a program’s needs change over time
* Participation in DL professional development, on-going
* **Highly Recommended: Completion of DL 101: FOUNDATIONS OF DISTANCE EDUCATION AND BLENDED LEARNING**