

Getting Started: A guide for new program directors

The staff at Kentucky Adult Education (KYAE) would like to welcome you to your new position as Program Director. We are pleased to have you as a member of our team and want to support you in your new role. As occurs in any new position, many questions concerning the responsibilities associated with the job are certain to arise. KYAE staff members have compiled a resource page designed to address the most critical areas a new program director must understand. We hope these direct links will be helpful as you get started in this important role.

NOTE: The KYAE Implementation Guidelines are located on the KAERS website after logging in at <https://kaers.ky.gov/SignIn.aspx>.

Getting Started with KYAE Implementation Guidelines

The answers to most questions about administering an adult education program in Kentucky can be found in the KYAE Implementation Guidelines found in KAERS. Although all aspects of the policy are important, the information below highlights the areas of immediate concern. KYAE Implementation Guidelines Table of Contents provide direct links to the topics listed below. You can access the guidelines in [KAERS](#).

Contact:

Jacqueline Korengel, jacqueline.korgengel@ky.gov; 502-892-3033

What services do we offer and how should my program be structured?

Adult Education Services and Program Design

The KYAE Implementation Guidelines provide information on the required and optional services your program will offer. In 2012-13 all KYAE programs were required to implement "managed" orientation and instruction. You can access the guidelines in [KAERS](#) for the required program design elements.

Who can we serve and how do we enroll them?

Eligibility for Enrollment

The KYAE Implementation Guidelines explains the criteria for enrollment in adult education services. The success of an adult education program begins with effective intake and orientation procedures. For examples of best practices and/or assistance with development of effective intake and orientation procedures, contact Missy Brownson at missy.brownson@ky.gov or 502-892-3014. You can access the guidelines in [KAERS](#).

How will we know the educational functioning level of our students?

Approved Assessments

The KYAE Implementation Guidelines provide information on which assessments are approved for adult education and when they should be given. You can access the guidelines in [KAERS](#).

What are the priorities for my program?

Performance and Accountability

The KYAE Implementation Guidelines provide information on KYAE's comprehensive performance accountability system based on the National Reporting System (NRS) core performance measures. Program status and performance funding are determined on the extent to which these measures are achieved. You can access the guidelines in [KAERS](#).

Teacher Quality is a key element to the success of a program. What guidelines does KYAE offer on hiring well?

Personnel Policy

The KYAE Implementation Guidelines provide describe the minimum requirements for hiring, as well as job descriptions for each classification. You can access the guidelines in [KAERS](#).

How do I report program enrollment, progress and staffing?

Kentucky Adult Education Reporting System (KAERS)

KYAE provides a sophisticated data reporting system, referred to as KAERS, to report student and program data. For programs, as well as the state, this reporting system is a vital resource for tracking student enrollment and progress. See the KYAE Implementation Guidelines for further information on KAERS. You can access the guidelines in [KAERS](#).

[Data Collection/KAERS](#)

Contacts:

Cody Davidson, cody.davidson@ky.gov; 502-892-3022

Terry Tackett; terry.tackett@ky.gov; 502-892-3063

Where can I find information about budgets, invoicing and other financial considerations?

Funding

An essential element of running any program is the wise management of available funding. KYAE Implementation Guidelines address various administrative requirements, including financial reporting and budgeting, expenditure reports, inventory, record retention, technology, equipment and supplies and facilities. An extensive list of budget definitions can be found by [clicking here](#).

Contacts:

Terry Pruitt; terry.pruitt@ky.gov; 502-892-3055

Ashley Smither; ashley.smither@ky.gov; 502-892-3059

What are KYAE's requirements for professional development?

Professional Development (PD)

Professional development is at the core of program improvement and current trends in instruction. KYAE offers a variety of opportunities for professional growth. You will find an overview of PD for the year, requirements by job title, professional growth opportunities and other information in the KYAE Implementation Guidelines.

The following link is very important to you and your staff to ensure you are accessing the appropriate PD and professional growth opportunities: [2017 Professional Development page](#).

Additional Resources:

[College and Career Readiness \(CCR\) Standards-Based Instruction](#)

[College and Career Readiness \(CCR\) Standards and KYAE Employability Standards](#)

Contact:

Joyce Bullock, joyce.bullock@ky.gov; 502-892-3015

Where can I find information about GED® testing?

GED® test preparation is a core service provided by every adult education program. For more information concerning the 2014 GED® test, go to www.ged.com.

Contact:

Rae Smith, rae.smith@ky.gov; 502-892-3058

Where can I find an overview of KYAE data?

Kentucky Adult Education Profile

Each year, KYAE publishes a one-page report of the status of Kentucky Adult Education. Go [here](#) to see the latest statewide statistics on everything from the financial impact of higher education to where our GED® graduates are enrolling in postsecondary. The KYAE Profile is an excellent quick reference tool for communicating with stakeholders and local partners about the importance and success of adult education.

How does KYAE communicate important events, deadlines, etc.?

Communication

KYAE uses e-mail as the primary method of communication with program directors, so it's important to check your e-mail daily for updates, including time-sensitive information. KYAE's e-newsletter, *News to Use*, is distributed to all program directors and instructors with e-mail addresses in KAERS. E-mails and newsletters are archived and available [here](#). To catch up on KYAE current events and policy directions, it would be a good idea to read the past two years of *News to Use* issues.

Contact:

Missy Brownson, missy.brownson@ky.gov; 502-892-3014

What do all these letters mean?

Acronym Reference Sheet

[Here](#) is an easy one-page reference for commonly used acronyms associated with adult education.