A Collaborative Effort to Share Management Strategies: MCAEL's ESOL Program Administrator Toolkit

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❖ Introduction to MCAEL
❖ The Program Administrator Toolkit: Why and how
❖ Sample Chapter: Learner Retention/Persistence
Montgomery Coalition for Adult English Literacy
Montgomery County, Maryland

- County-based coalition established in 2006
- Collaboration, capacity-building, coordination
- Increasing access to quality English instruction
“21,000 by 2021” - Strategic Goals

❖ Empower providers to offer quality programs and instruction that lead to learning gains
❖ Expand partnerships to enable access to a range of new workplace and community-based classes.
❖ Increase number of high-quality instructors
Capacity-building and public engagement

❖ Grantor of county money for community grants –
  • $1.26m for FY20 (27 programs, 20 organizations)
❖ PD, resources and technical assistance for program administrators and Instructors
❖ Community engagement
  • class directory
  • data collection, analysis, sharing via interactive Storymap
  • advocacy
Adult ESOL classes in Montgomery County

Adult English Learning Locations by Region (2018)

- **UPCOUNTY**
  - 224 classes
  - 18 MCAEL GRANTEE SITES
  - 40 TOTAL LEARNING SITES

- **MID-COUNTY**
  - 109 classes
  - 11 MCAEL GRANTEE SITES
  - 29 TOTAL LEARNING SITES

- **EAST COUNTY**
  - 11 classes
  - 3 MCAEL GRANTEE SITES
  - 8 TOTAL LEARNING SITES

- **SILVER SPRING**
  - 54 classes
  - 13 MCAEL GRANTEE SITES
  - 23 TOTAL LEARNING SITES
Who is in the MCAEL coalition?

❖ Literacy organization
   PT and FT ESOL-trained staff
❖ Social service organization
   PT and/or FT professional staff
❖ Community-based organization
   Paid or volunteer program staff and instructors
❖ Faith-based institution
   Often volunteer instructors – little or no funding
Program Administrator Toolkit for Adult ESOL: Why and How

❖ No comprehensive guide or training
❖ Collaboration with MCAEL ESOL providers
Design and flow of text and chapters

Overall topics
• Fundamental Considerations
• Getting students into your program
• Ensuring students’ success
• Keeping students in your program
• Behind the scenes
• Improving skills

Design of chapters
• Q/A
• Evidence-based
• ESOL Provider examples
An example: retention and persistence

- Finding a topic
- Characteristics of the issue needed to be explored
- Importance of building community
- How can instructors help student retention?
- What can programs do to help retention? (follow up with students who are absent, be sure that they know what is expected of them, etc)
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