

**Oregon Adult Basic Skills  
 WIOA Title II  
 Adult Education and Family Literacy Grant**

**OACCRS/OAELPS Local Lead Duties**

- Attend OACCRS/OAELPS Orientation
  - Note: If your ABS Program includes ESL, it is recommended that you attend the new OACCRS/OAELPS Orientation to learn about OAELPS
- Be the program contact person for matters relating to OACCRS/OAELPS
- Assist as necessary with the scheduling and registration of faculty and staff for OACCRS/OAELPS and Best Plus trainings
- Be the program contact person for matters relating to PLCs with outcomes related to OACCRS/OAELPS
- Organize PLC sessions, coordinate with trainers, communicate with participants
- Produce a brief annual written report on PLCs
  - PLC outcomes, attendance, dates, locations etc. should be maintained on file and produced upon request by the State ABS Team
- Attend required Local Leads meetings, if any
  - Note: Optional Local Lead meetings hosted by the State ABS Team via Zoom are held regularly to discuss learning standards practices across the state

**Equity Statement and Agreement**

Oregon’s diversity is increasingly multifaceted, including racial/ethnic, socioeconomic, cultural, gender, geographic (urban and rural), gender identity and sexual orientation, disability, and age/generational diversity. In administering a Title II program, staff will not discriminate against any person who is a current or potential user of its services on the basis of race, color, ancestry, gender, national origin, age, family or marital status, sexual orientation, political or religious affiliation, veteran status, physical or mental disability. The agency will not tolerate any form of discrimination or harassment and endeavors to maintain an inclusive and respectful work environment free of hostility or unprofessional behavior. As a HECC partner, we commit to a climate that empowers all to embrace a culture of diversity, equity, and inclusion as a valued asset in order to achieve equity-driven results.

College: \_\_\_\_\_

ABS Director: \_\_\_\_\_ Signature: \_\_\_\_\_

Local Lead for PY 23-24 \_\_\_\_\_ Signature: \_\_\_\_\_

Email address: \_\_\_\_\_

Please submit to [hecc.absteam@hecc.oregon.gov](mailto:hecc.absteam@hecc.oregon.gov) by October 17, 2023