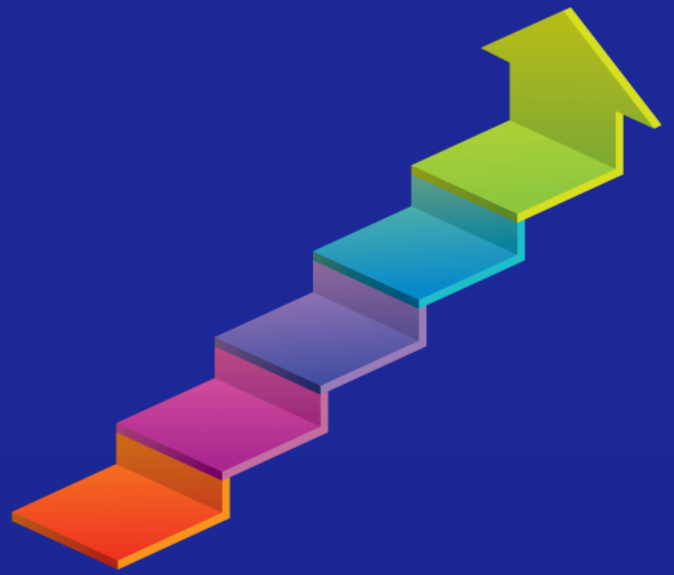
# Midterm Report: Crafting a Hybrid Program with Online and Onsite Flexibility

# Jefferson Adult School
# Daly City, California

Midterm-Progress Report May 2025



Team Members-Collaborators:

Peter Mancillas
- TOSA - Onsite Jefferson Adult School

Twyla Eva
- Transition Navigator

Elena Gomez-Lecaro
- TOSA- Online
- ESL Teacher

# Jefferson Union Adult School

# Jefferson Union High School District

- Northern San Mateo County, south of San Francisco
  - Encompasses Pacifica, Daly City, Brisbane and Colma–150,000
- JUHSD serves about 5,000 students, five high schools and an Adult Education program.
- Jefferson Adult Education includes:
  - EL program
  - High school diploma
  - CTE classes
  - Enrichment courses
  - Adult Transition
  - Five campuses and one online program

# Daly City

- Bedroom community 104,000
- 33% Filipino
- 24% other Asian
- 23% Latino
- Working class to lower middle class
- Large immigrant population, including Middle East and Eastern Europe
- One of the foggiest cities in the country, May-September.

## Spring 2020-Spring 2021

JAS Online's origins began on February 19, 2020.
JAS loaned chromebooks.
All school functions were conducted online, with the exception of office staff.
Instructors made packets and mailed work to students.
PD was conducted in a zoom mode.

- Content
- Resources to improve instructional techniques in an online setting

## 2022-2023

- JAS classes returned for in person, onsite instruction.
- Online instruction continued in a multilevel setting, one class.
  - Results were not as hoped.
  - Online instruction ceased in March 2023.

# We Launched

## JAS Online Launched Fall 2023

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**JAS developed JAS Online**

- **1 instructor per level**
- **Digital materials only**

## Who are our online students?

- Lack of Transportation
- Physical Limitations
- Cultural Reasons
- Unstable Work Schedule

Planning Layout

**Recruitment**

**Jefferson Adult Education Online Teacher**

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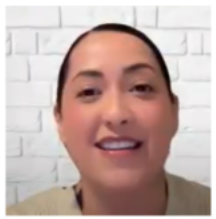
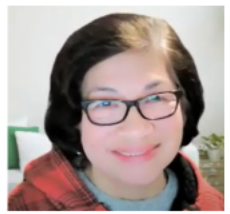
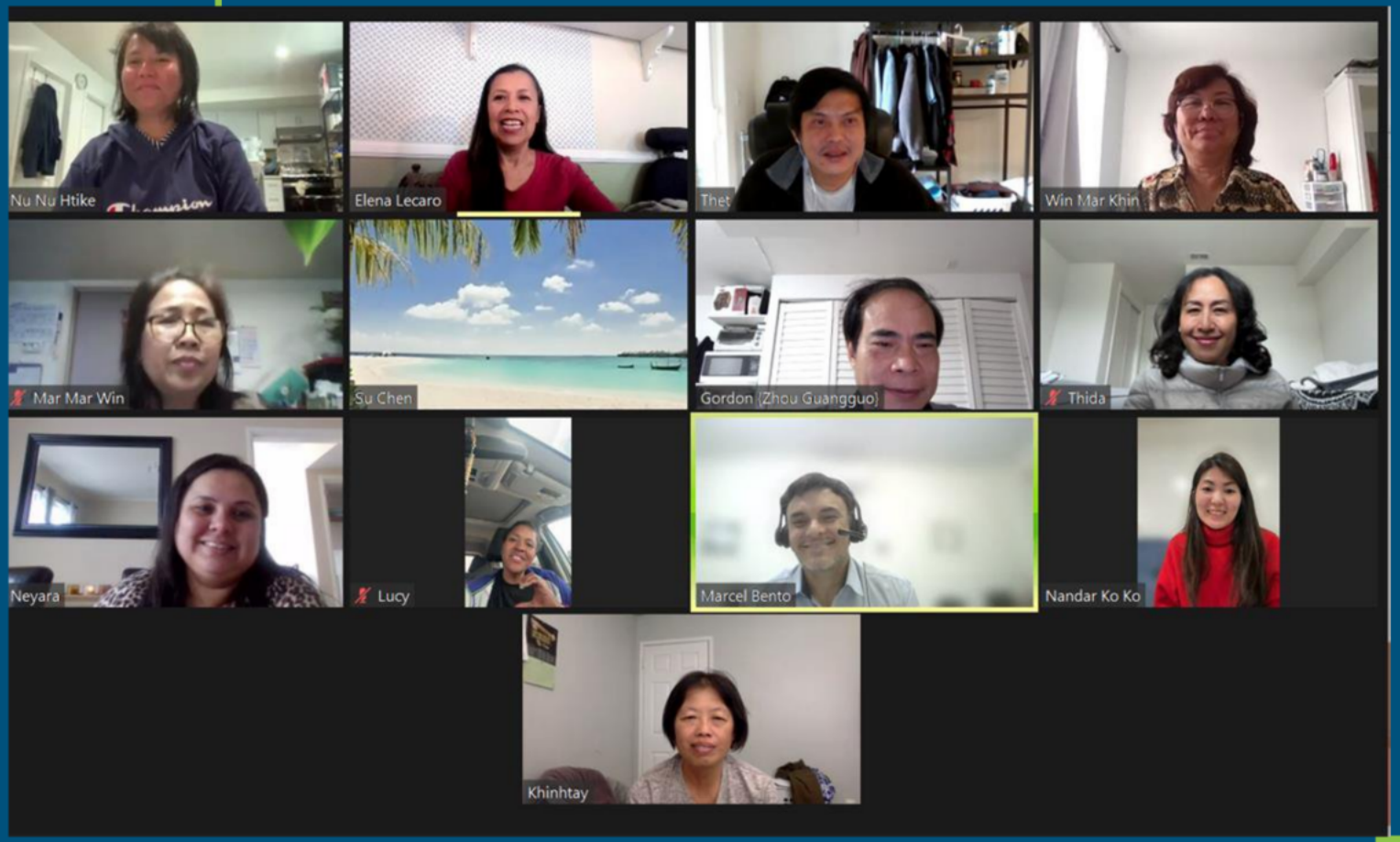
# Planning Layout

**Recruitment**

**Jefferson Adult Education Online Teacher**

# Who are our online students?




Lack of Transportation

Physical Limitations

Cultural Reasons

Unstable Work Schedule

# TOSA- Elena

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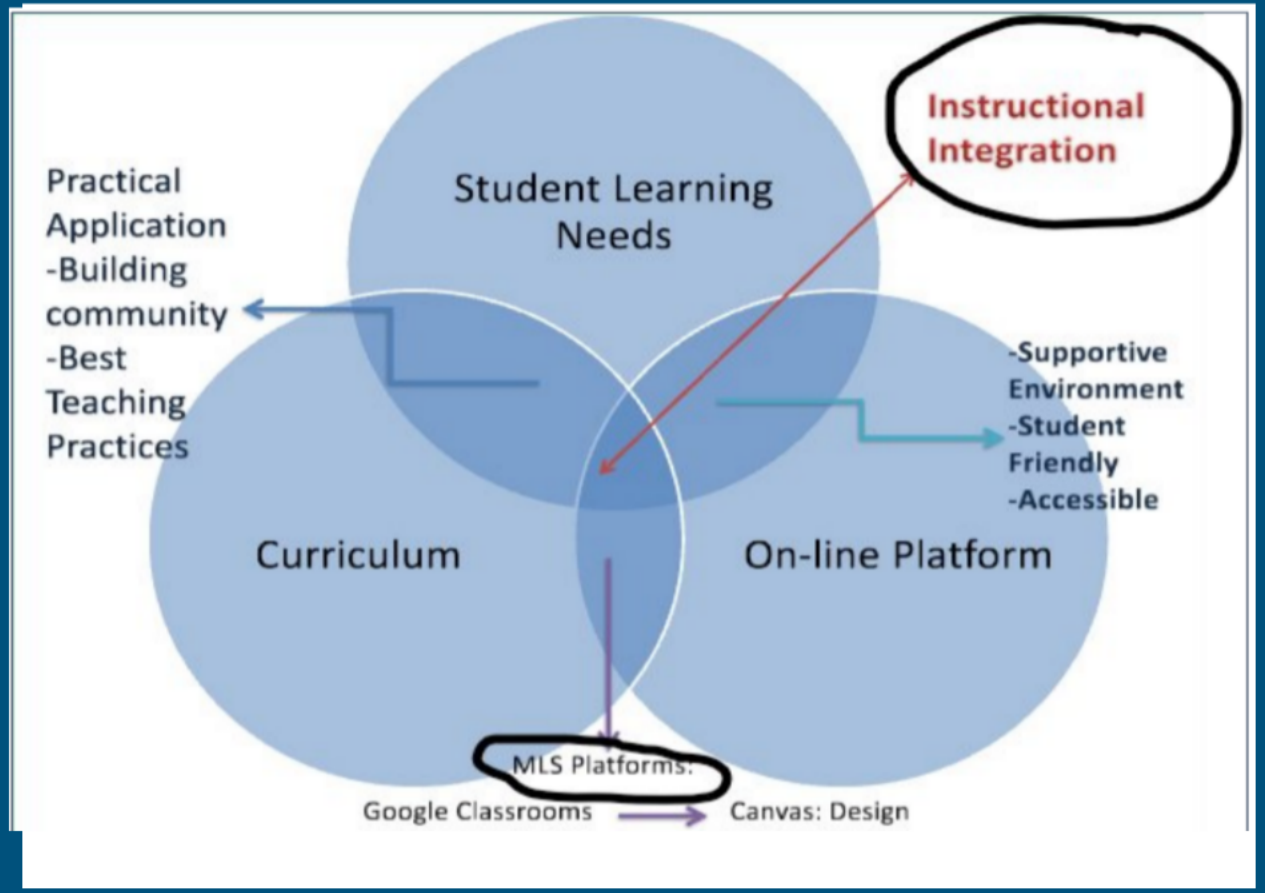


# Program Goals

- Curriculum
- Professional Development
- Integration of Technology
- Networking
- Alignment: Online and Onsite Programs

## Initial Barriers:

- Remote Collaboration
- Communication
- Organization
- CASAS Testing- Online Students
- Streamlining Procedures: Online and Onsite

Curriculum
Testing
Online Tools

Organization
Structure

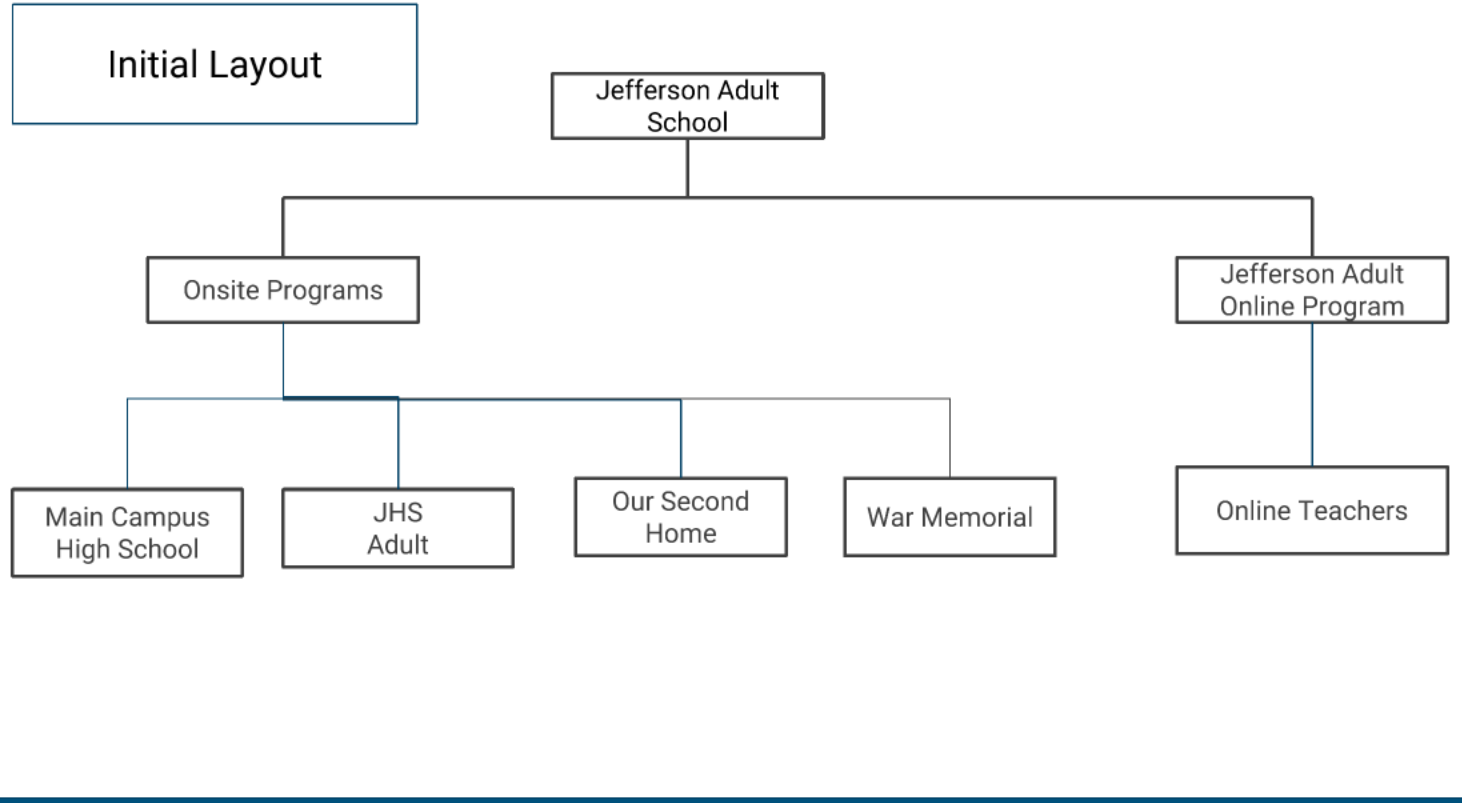
# Main Objective

## Alignment of both campuses

Alignment of on-campus and online support

**Challenges:**
Communication, Streamline procedures, Resources, Remote Collaboration

## Initial Layout



# Areas of Growth

**Front Office Staff**
**Registration Clerks**
**Testing Staff**
**Onsite TOSA**

**Team Building- Communication**

- Weekly Zoom Meetings
- Google Docs and Calendar
- Text
- Encouraging Emails
- Inspirational Words
- Debrief/ Welcome Feedback

**Handling Conflict**

- Clear Communication
- Clear Expectations
- Time to Share and Listen
- Appreciated Different Perspectives

# Achievement

## Achievement
## After: Current Layout

**Action Plan:** Multiple Meetings with Front Staff
Written Procedures
Emails
Wekly Meeting with Online Teachers

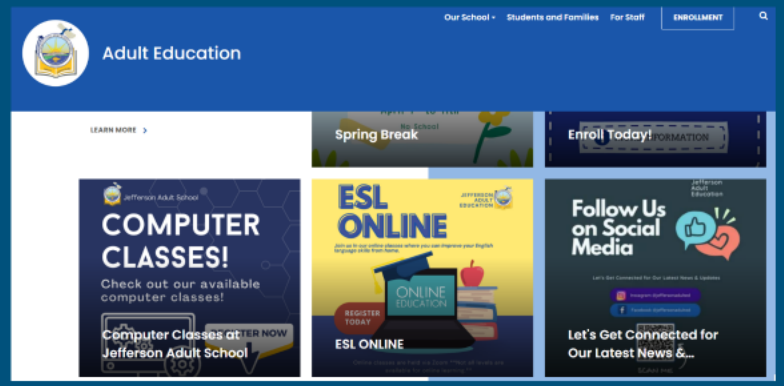
**Alignment Plan**

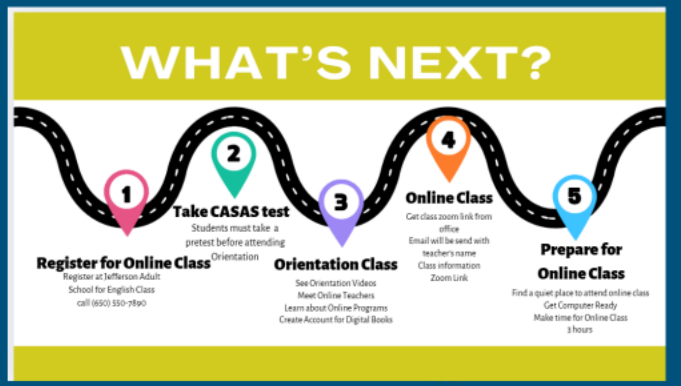
- Front Office Staff
- Alignment Online & Onsite
- Onsite Staff Teachers
  - Curriculum
    - Account Clerk Onsite TOSA
      - Intake Adult Online Orders- Venture Codes Digital Orders Calling Students Orientation Appt.
    - Assistant Office Onsite TOSA
      - Intake Testing Calling Students Orientation Appt.
    - Adm. Assistant Onsite TOSA
      - Intake Calling Students Onsite Teachers General
  - Teacher Support Payroll Administrative
  - Student Support Registration/ Placement
    - Navigator Onsite TOSA
      - Helps Office New Student Orientation Test College Guide
    - Registrar Onsite TOSA
      - Intake Calling Students Makes Appt. TopsPro CASAS
  - Testing CASAS
    - Asses Tech. Onsite TOSA
      - Testing Onsite Online Whole Group 1:1 Online

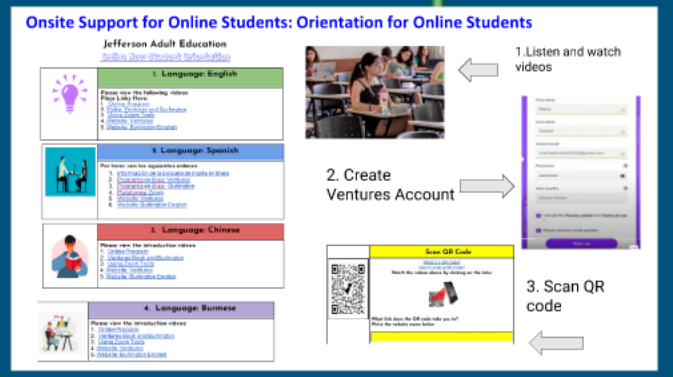
# Achievements: Improvements Growing Pains "AHA" Moments

Timeline of successful moments:

- January 2025-JAS online coordinator visit
- January to present- New student orientation
- April 2025- JAS-Online Homepage
- April to present- CANVAS is implemented
- May 2025 JAS online students come to main camputs for CASAS post-test and reception







# Creating community

# Proudest Moments AHA Moments!

## Coordinating CASAS Testing and Creating Community

IDEAL Contributions:

- Collaborations
- Professional Resources: Experts in the Field
- Research- Canvas Course

✓ **Networking**

OTAN- Adult Education Partnerships

Digital Literacy Academy Cohort

(2 yr. program)

-Adult Ed. Resources

-LMS Cohorts

-Symposium

Coach: Susan C. constructive feedback

# What's Next Moving Forward?

**on-campus and online support**

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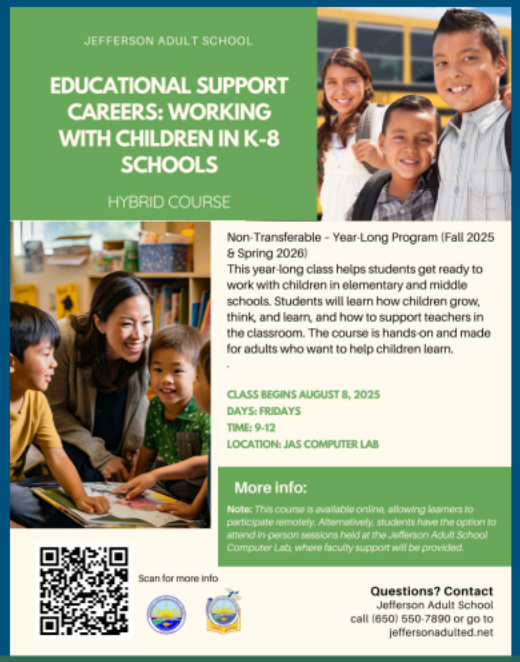
# Challenges

## Outreach

- Seeking new learners
- Structured transition navigation services



We continue the journey

**Areas of Need**

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# Challenges:
# Recruiting
# Retention
# Funding

We continue the journey

Areas of Need

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Seeking Financial Resources to Support Program Development

GRANTS

PARTNERSHIPS

EDUCATIONAL FUNDING

Challenges:
Recruiting
Retention
Funding

Seeking Ideas for Student Retention and Program Promotion

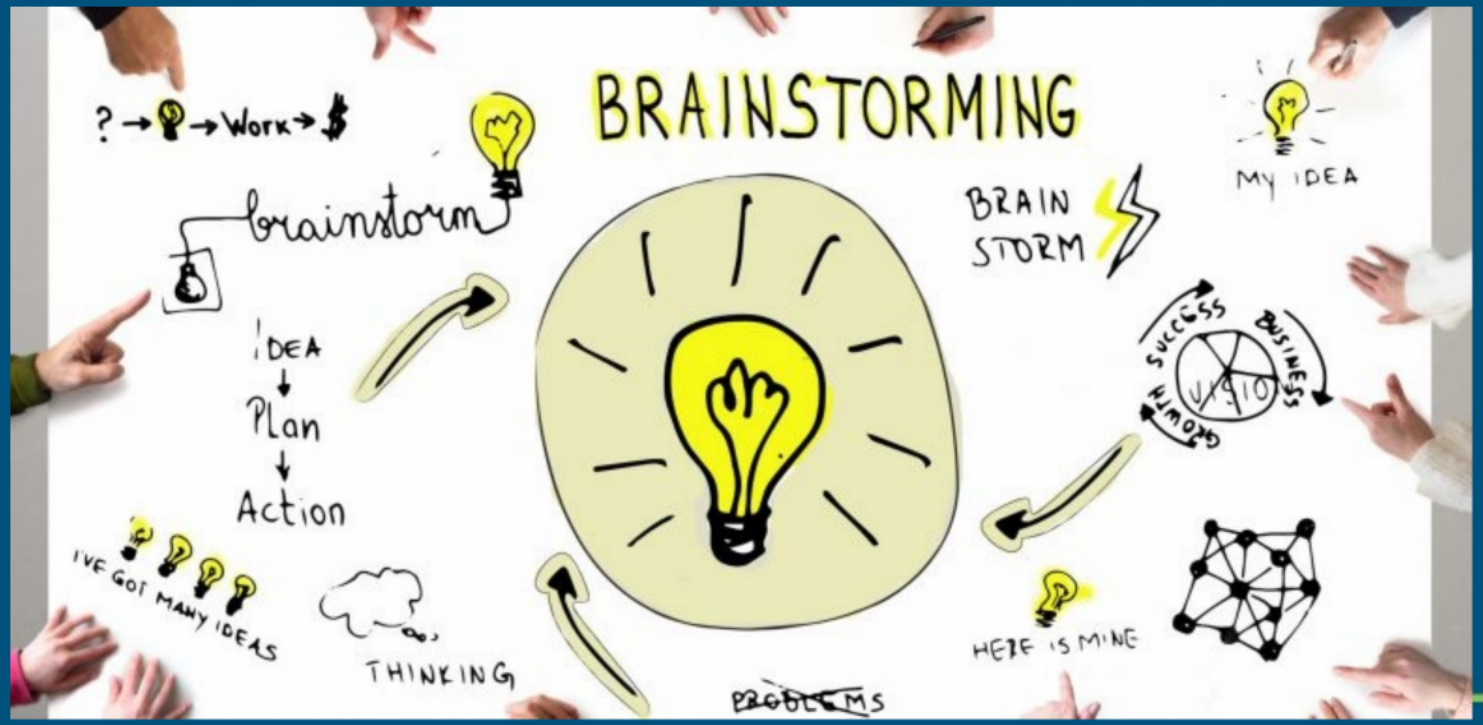
# Seeking Financial Resources to Support Program Development

## GRANTS

## PARTNERSHIPS

## EDUCATIONAL FUNDING

# Seeking Ideas for Student Retention and Program Promotion



# Summary

Jefferson Adult School Online Program began in February 2020 as a fully online school, providing resources and support for remote learning. After an unsuccessful attempt at a concurrent online class, the program relaunched in fall 2023 with dedicated online staff.

While seeking to improve student retention and promotion and secure funding, the program has successfully built community, aligned its online and in-person components, supported online teachers, and streamlined processes through digital tools and regular communication.

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# Q&A Session