

We Launched

Who are our online students?

Areas of Growth



Jefferson Union Adult School

Midterm Progress

What's Next

We continue the journey

Areas of Need

Challenges: Recruiting Retention Funding

Seeking Financial Resources To Support Program Development

GRANTS PARTNERSHIPS EDUCATIONAL FUNDING

Seeking Ideas for Student Retention and Program Promotion

Jefferson Adult School

Team Members:

- Collaborators:
 - TOSA - District
 - Jefferson Adult School
- Tracy Eick
 - Transition Navigator
 - TOSA - District
 - ESL Teacher

Summary

Q&A Session

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

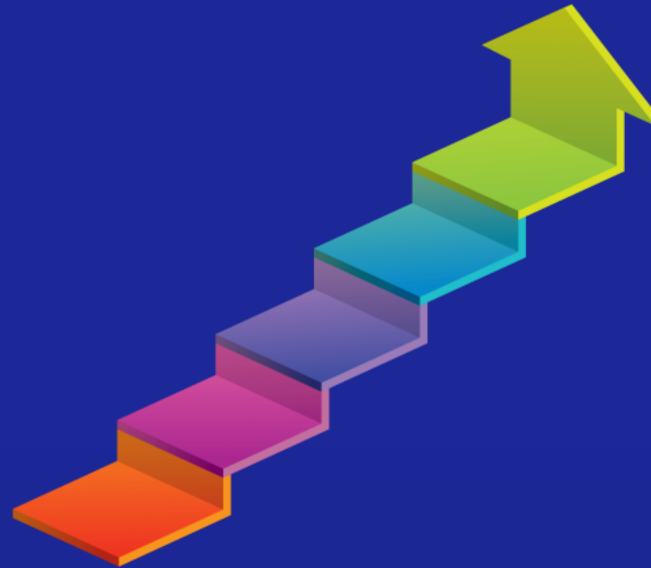
- TOSA - Onsite
Jefferson Adult
School

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

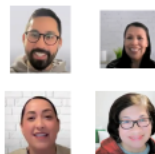
Planning Layout



Recruitment



Jefferson Adult
Education
Online Teacher



Who are our online students?



Lack of
Transportation

Physical
Limitations

Cultural Reasons

Unstable Work
Schedule

JAS Online Launched Fall 2023



**JAS
developed
JAS Online**

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

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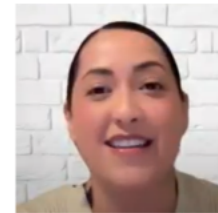
Planning Layout



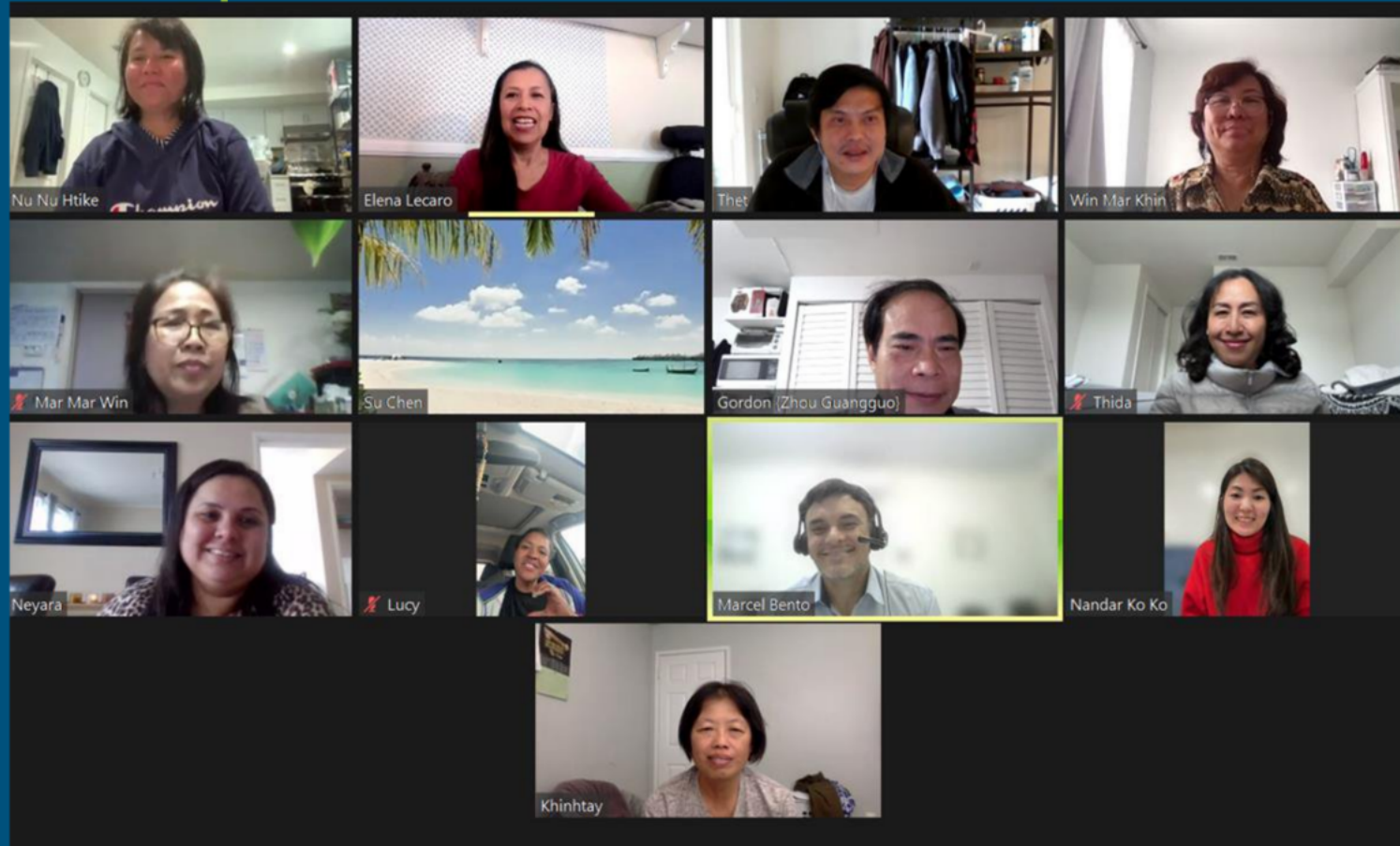
Recruitment



**Jefferson Adult
Education
Online Teacher**



Who are our online students?



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Transportation

Physical
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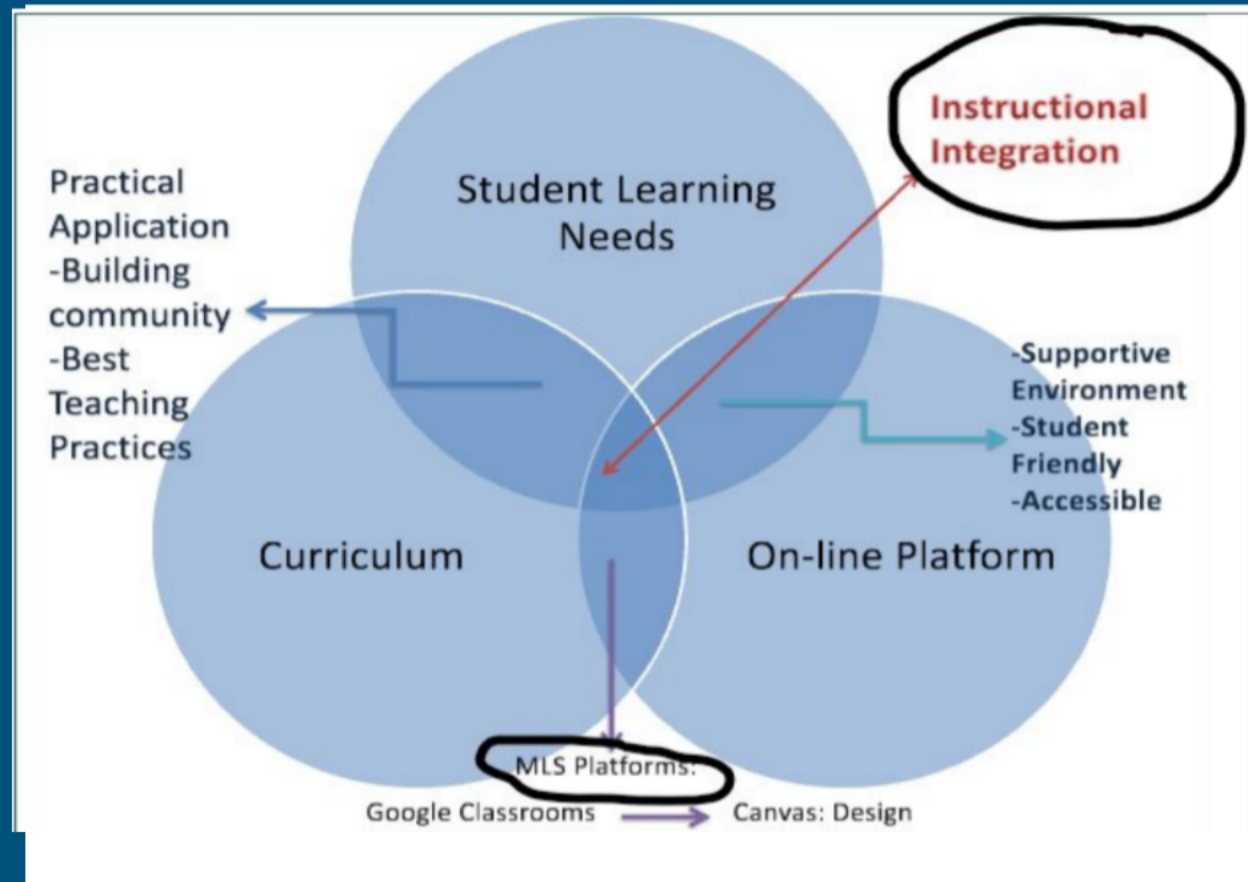
Cultural Reasons

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

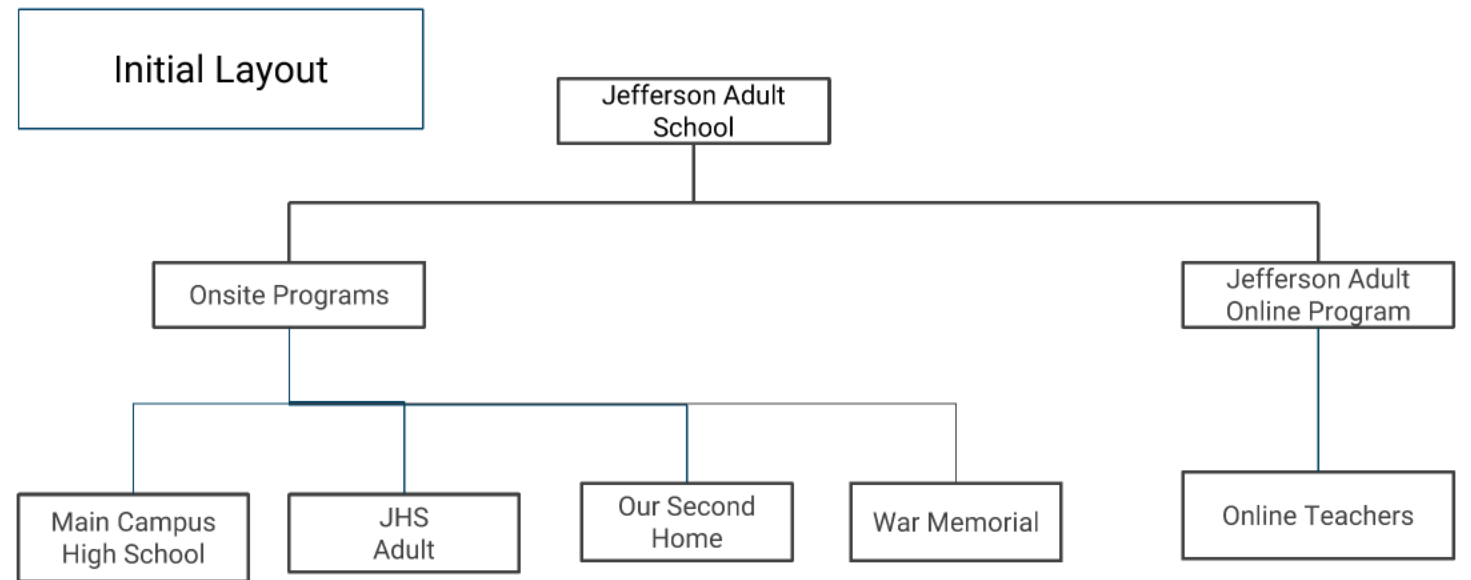


Alignment of
on-campus and
online support



Challenges:

Communication, Streamline
procedures, Resources,
Remote Collaboration



Areas of Growth



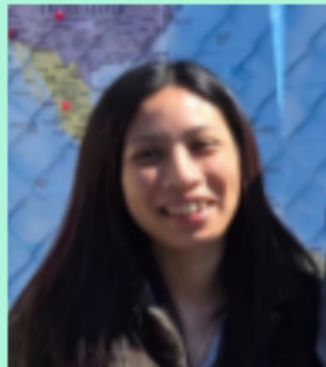
Front Office Staff
Registration Clerks
Testing Staff
Onsite TOSA

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

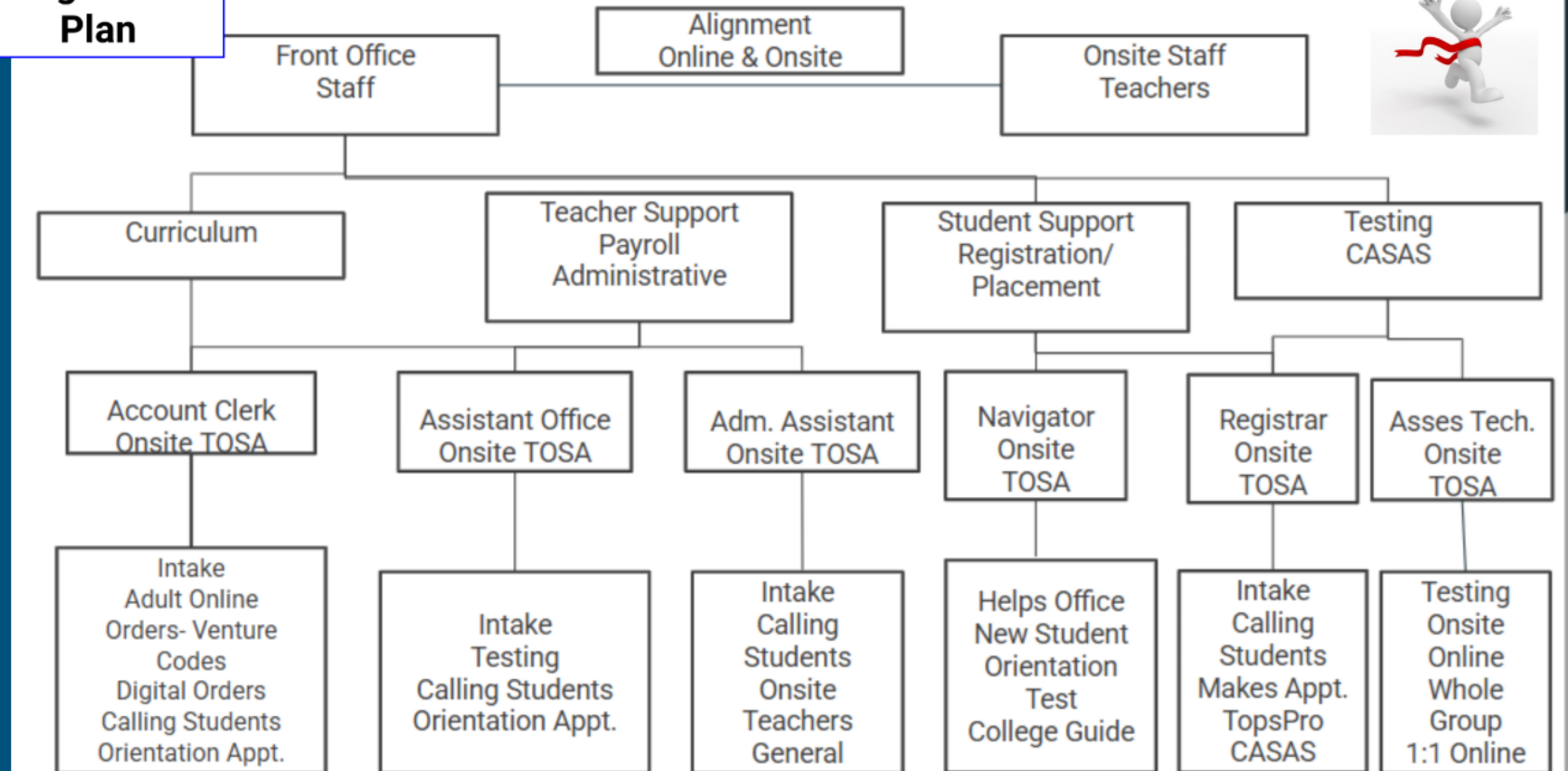


Achievement After: Current Layout



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

Alignment Plan

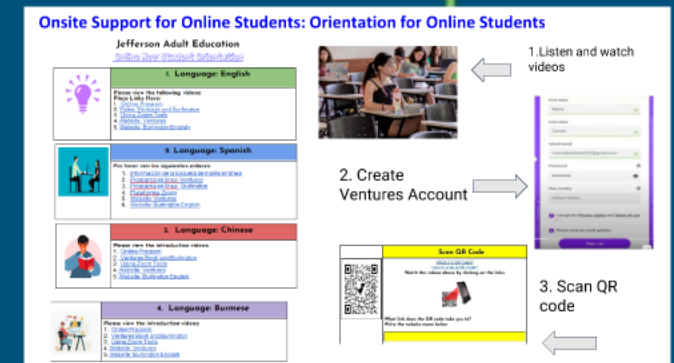
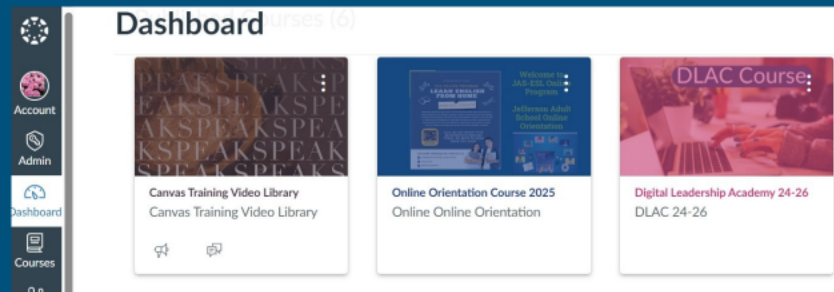
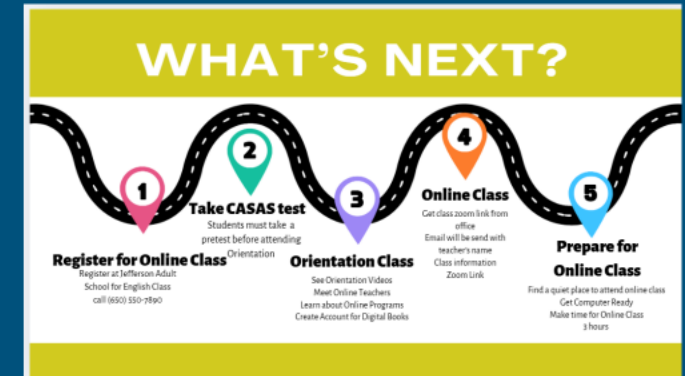
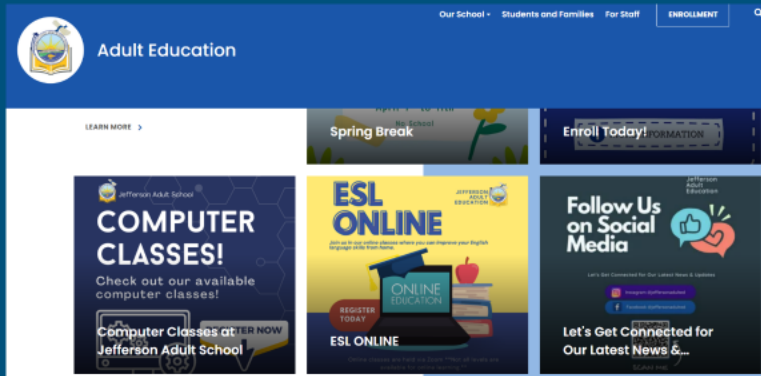




Achievements: Improvements Growing Pains "AHA" Moments

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

JEFFERSON ADULT SCHOOL

Hello Hola Bonjour Hallo привет مرحبا Hallå
こんにちは

MEET & GREET

Meet your online classmates, take photos, and enjoy a special treat together before your CASAS post-test!

Date:
Ms. Diaz: April 29th [Int./Adv]
Mrs. Pillazar: April 30th [Beg. High]
Mr. Salguero : May 1st [Beg. Low]

Time:
AM Meet and Greet: 9:00-9:30AM
PM Meet and Greet: 5:00-5:30PM

Location:
Jefferson Adult School, Multipurpose Room

CASAS Test to follow

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?

TOSA- [REDACTED]



**on-campus and
online support**

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Challenges



Outreach

- Seeking new learners
- Structured transition navigation services

JEFFERSON ADULT SCHOOL

**EDUCATIONAL SUPPORT
CAREERS: WORKING
WITH CHILDREN IN K-8
SCHOOLS**


HYBRID COURSE





Non-Transferable - Year-Long Program (Fall 2025 & Spring 2026)
This year-long class helps students get ready to work with children in elementary and middle schools. Students will learn how children grow, think, and learn, and how to support teachers in the classroom. The course is hands-on and made for adults who want to help children learn.

CLASS BEGINS AUGUST 8, 2025
DAYS: FRIDAYS
TIME: 9-12
LOCATION: JAS COMPUTER LAB

More info:
Note: This course is available online, allowing learners to participate remotely. Alternatively, students have the option to attend in-person sessions held at the Jefferson Adult School Computer Lab, where faculty support will be provided.



Scan for more info



Questions? Contact
Jefferson Adult School
call (650) 550-7890 or go to
jeffersonadulted.net

JEFFERSON ADULT ONLINE

LEARN ENGLISH FROM THE SAFETY OF YOUR HOME

Do you have a laptop or a tablet (such as an IPAD)? Do you have internet access?



Come and Join Us Online!

Jefferson Adult Online has FREE ESL classes for Beginners through Advanced Levels. Our sessions are from 9AM to 12PM and 5:30PM to 8:30PM, Monday through Thursday. We also offer English conversation classes from Tuesday to Thursday, from 12:10 to 1:45 PM.

FOR MORE INFORMATION, CONTACT US

- 123 Edgemont Drive, Bldg. B, Daly City 94015
- 650-550-7890
- jeffersonadulted.net

Scan QR Code to register and for more info.



We continue the journey



Areas of
Need

Agiledata.io



Challenges: Recruiting Retention Funding



We continue the journey



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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



JEFFERSON ADULT SCHOOL

ESL ONLINE PROGRAM
**LEARN ENGLISH
FROM HOME**

ENROLL TODAY!

Attending Jefferson High Union Online School is easier than you think! Our online program is for anyone wishing to learn from their home and needing a flexible class schedule. We offer free online English classes in the morning or afternoon from Monday to Thursday. We have excellent teachers who understand how to work with different communities and cultures. Please join our classes and make your dream of learning English a reality!


Scan QR Code
for more info

**CALL US AND BEGIN YOUR
REGISTRATION PROCESS
TODAY. WE HOPE TO HEAR
FROM YOU SOON!**

FOR MORE INFORMATION, CONTACT US

-  123 Edgemont Drive, Bldg. B, Daly City 94015
-  650-550-7890
-  jeffersonadult.net



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.

Q



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Q&A Session

Thank you for listening. Any questions?

