

DIRECTIONS AND REQUIREMENTS

National Community Education Association (NCEA) Administrative Competency Endorsement (ACE) Revised June 2005

The Administrative Competency Endorsement (ACE) is intended for individuals who have:

1. a broad base of life experiences
2. worked in a school based community education program(s) for a minimum of five years
3. demonstrated district-wide administrative leadership experience
4. attained a minimum of a bachelor's degree or equivalent life experiences

Accepting the Challenge

The recommended first step in the ACE process is to review the list of core Competencies and Indicators. In order to complete the process, the candidate must demonstrate competency in all areas. If you are unsure of your preparation, contact the ACE chairperson.

Applications and materials are available on line at www.ncea.com and click on Administrative Competency Endorsement.

Application requirements:

1. Must be a current member of NCEA.
2. Submit the ACE application fee. See website for current fee (www.ncea.com).
3. Submit four (4) copies of your portfolio and bring one (1) copy to the peer review meeting.

I. APPLICATION PROCESS

- A. Attendance at a national or regional workshop on how to properly prepare your portfolio is strongly encouraged.
- B. Individuals interested in applying for the ACE must submit four (4) copies of their portfolio materials and the non-refundable application fee (check made payable to NCEA) to the NCEA Office by September 15th.
- C. Upon receipt of application fee and portfolio materials, the NCEA Office will contact the ACE Committee Chair to confirm receipt of materials.
- D. The ACE Committee Chair will notify each eligible applicant to schedule their peer review, to be held the day preceding the national conference.

II. PREPARING YOUR PORTFOLIO:

Applicants submitting their ACE portfolio must complete it as follows:

TAB 1: COMPLETED APPLICATION FORM

This application must be typed or computer generated.

TAB 2: STATEMENT OF PURPOSE

While this is included in the packet of materials sent to each applicant, it must be included in your portfolio in order to make it a stand-alone document.

TAB 3: RESUME/TRANSCRIPT

- A. Current Resume, including your academic experiences, work experience, and awards or honors received (must be typed or computer generated).
- B. Transcript(s) from college(s) or university(ies) if applicable (photocopy is acceptable).

TAB 4: PROFILE OF SCHOOL DISTRICT/DEPARTMENT/COMMUNITY

- A. Copy of applicant's school district organizational chart (and department organizational chart, if available).
- B. Copy of applicant's department or total program budget (revenues and expenditures not to exceed two pages).
- C. Copy of applicant's most recent Community Education catalog or program brochure.
- D. Brief description of your program and staff. Limit to one page. (Example: We organize a comprehensive program for the community. Program components include: preschool programs; youth enrichment; school age care; adult education and enrichment; school business partnerships; workforce training; adult basic education; family literacy; summer recreation programs for children and youth; programs for senior citizens, etc.)
- E. Demographic summary of applicant's community and school district. Limit to one page. Specifically identify what type of community and school district you work in – urban, suburban, rural; number of people living in your community (total population); number of school age children attending the public schools; number of elementary and secondary schools in your school district and community; and the major industry and commerce in the applicant's community. What unique features does your community possess?

TAB 5: CANDIDATE'S DEFINITION OF COMMUNITY EDUCATION

In a one page narrative, answer the question: "What is Community Education?"

TAB 6: CORE COMPETENCIES AND INDICATORS

This is included in materials sent to each applicant and must be included in your portfolio.

TAB 7: SUPERVISOR'S ASSESSMENT

Hand written responses are acceptable.

TAB 8: SELF ASSESSMENT

Must be typed or computer generated, handwritten responses are not acceptable!

A. The applicant must first indicate his or her level of competency by designating a 1, 2, or 3 on the self assessment form for each indicator. The applicant will then address each indicator with a brief written statement describing how he or she has met each indicator. Following the brief written statement, identify appropriate appendix items that support the statement. Appendix items may include but are not limited to:

- Certificates of completion or attendance for classes, seminars or workshops, etc.
- College transcripts that identify specific coursework that applies to the competency indicator being addressed.
- Letters of confirmation or letters of support addressing a specific competency indicator.
- Personal work the applicant has completed (e.g. program catalog, activity flyer, fund raising campaign literature, planning documents, strategic plans, position paper, etc.).
- Articles in local newspaper identifying applicant and activity that relate to competency indicator being addressed (e.g. the applicant received an award from the Chamber of Commerce for the successful partnership they initiated between the business community and the schools through the establishment of a mentorship program).

- Awards, certificates of recognition, etc. received (must provide photocopy).
- Community Education Advisory Council minutes, school board minutes, city council minutes, organization minutes, etc. which verify applicant's involvement or participation.

Use of Appendix items: The Peer Review Team will be interested in the breadth and depth of acquired skills and experiences. While appendix items may be used more than once, it is strongly recommended that you limit the use of the same appendix items for multiple competency indicators.

- B. Following is an example of how to complete and document each core competency and indicator:

Core Competency #1: Community Education Concepts

Indicator A: Knowledge of history and philosophy of Community Education.

I successfully completed graduate coursework, EDU 501 – History and Philosophy of Community Education at the University of Florida, fall semester, 2004.

Appendix #1: University of Florida college transcript,

History and Philosophy of Community Education, course #EDU 501

or

I attended a one week intensive leadership institute at the National Center for Community Education, spring, 2003 where I learned about the history and philosophy of Community Education.

Appendix #2: National Center for Community Education "Certificate of Completion"

- C. Applicants are encouraged to look outside of their job experiences and are encouraged to draw upon their community leadership or community involvement experiences. An example could be:

Core Competency #4: Management Skill

Indicator H: Knowledge and skills of fund raising.

Our school district does not conduct fund raising activities. However, I served as President of our local United Way, (or local Chamber of Commerce Board, YMCA, Jaycees, AAUW, Community Concert Association, Church Board, athletic booster club, etc.) and chaired our annual fund raising drive in the fall of 2002. We raised \$100,000 and disbursed the funds to 12 local community agencies. I actively participated in the planning, organizing, implementation and marketing of our local fund raising campaign for United Way.

Appendix #15: United Way annual fund raising campaign flyer. Campaign committee members listed on flyer.

Appendix #16: Letter of Confirmation from J. Swanson, Executive Director, verifying applicant's involvement and leadership with the fund raising campaign.

Appendix #17: Article in local newspaper regarding the United Way campaign successfully reaching its goal and providing \$100,000 of support to 12 local agencies.

- D. Time limitation on documentation.

The ACE Committee does not place any time limitations on when a competency was acquired. For example, the applicant may have successfully completed college coursework in school law 15 years ago, and this is documented on the applicant's college transcript.

TAB 9: APPENDIX:

- A. Use of Appendix items: The Peer Review Team will be interested in the breadth and depth of acquired skills and experiences. While appendix items may be used more than once, it is strongly recommended that you limit the use of the same appendix items for multiple competency indicators.
- B. It is required that all appendix items are sequentially numbered in the order in which they are referenced in the narrative. After all documents have been identified, a Table of Contents must be prepared and included as the first page of this tab. On the rare occasion that an appendix item is used more than once, use the original appendix number.
- C. The applicant may wish to strengthen documentation in certain areas by providing additional documents (appendices) that verify their attainment of a particular competency. See the example in Tab 7, C.

III. INCOMPLETE PORTFOLIO

If the ACE Committee Chair deems that an applicant's portfolio is incomplete, the applicant will be notified and will not be able to participate in the Peer Review process. The applicant has one year to make the corrections as identified by the Peer Review Team.

IV. UNSUCCESSFUL PEER REVIEW

There are some instances when applicants have not completed the ACE process completely (e.g. their documentation did not support attainment of a competency indicator or the Peer Review interview did not sufficiently demonstrate an applicant's successful completion of a competency indicator). If a determination is made that the applicant has not successfully completed the ACE process, the Peer Review Team will specify what the applicant needs to address. This information will be shared with the applicant prior to the end of the conference.

The applicant will have one year to complete requirements as specified by the Peer Review Team. A second Peer Review will be held the following year to confirm successful completion of the requirements as specified by the committee. If the applicant is unable to complete the process in the stated time parameters, the applicant will not have completed the process. An extension, under mitigating circumstances, as determined by the ACE Committee Chair in consultation with the NCEA Executive Director or designee and Peer Review Team, may be agreed upon. If an extension is not granted, the applicant will have to re-submit a portfolio at a later date and pay the prevailing application fee. The applicant's original fee is not refundable.

V. VIDEO, AUDIO TAPES, COMPACT DISCS, ETC.:

Video or audio tapes, CD's or other electronic submissions of materials are unacceptable.

VI. USE OF ABBREVIATIONS:

When using abbreviations, identify what they represent the first time they are referenced (e.g. NCEA – National Community Education Association).

VII. PORTFOLIO SUBMISSION AND REQUIREMENTS - REVIEW

- A. Send four (4) copies to the NCEA by September 15th and bring one (1) additional copy to your Peer Review.
- B. Submit portfolio and documents in an expanded file folder. Three (3) ring binders are unacceptable.
- C. Portfolio is not to exceed 1.5 inches in thickness.
- D. Submit the ACE application fee with the portfolio. See website for current fee (www.ncea.com).

VIII. PROCESSING OF APPLICANT'S PORTFOLIO

- A. The ACE Committee Chair will confer with the Executive Director or designee regarding distribution of portfolios to Peer Review Team members.
- B. Each Peer Review Team member will receive portfolios and assignments one month in advance of scheduled peer reviews. Team members shall be responsible for bringing portfolios to annual conference for peer reviews.
- C. Following peer reviews, three (3) portfolios will be returned to the candidate. NCEA will retain the fourth portfolio.

Directions and Requirements