

SELF ASSESSMENT

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

Assess your competencies and indicators using the following scale:

1 = Exceeds requirements of indicator

2 = Meets requirements of indicator

3 = Needs improvement

Use the space to describe your competence. All core competencies and indicators must be completed. You may use additional space to complete your response. Indicator appendices must be identified and appropriately numbered following your description (see instructions for specific details).

1. COMMUNITY EDUCATION CONCEPTS

___A. Knowledge of history and philosophy of Community Education (*indicator*)

___B. Knowledge of principles of Community Education (*indicator*)

___C. Knowledge of K-12 support and integration practices (*indicator*)

___D. Ability to effectively articulate the Community Education concept (*indicator*)

2. PUBLIC EDUCATION ORGANIZATION

___A. Knowledge of school law as it pertains to Community Education (*indicator*)

___B. Knowledge of local school district's administrative team and the Community Education administrator's relationship within the organization (*indicator*)

___C. Knowledge of professional responsibilities of school boards, superintendents, principals, teachers, and staff (*indicator*)

___D. Ability to understand and implement educational policy (*indicator*)

3. LEADERSHIP SKILLS

___A. Knowledge of leadership styles (*indicator*)

- ___B. Ability to develop and conduct community leadership training (*indicator*)
- ___C. Ability to effectively plan, develop, and implement a "professional growth and self-improvement plan."
(*indicator*)

4. MANAGEMENT SKILLS

- ___A. Ability to organize and manage programs (*indicator*)
- ___B. Ability to organize and conduct effective meetings (*indicator*)
- ___C. Knowledge of facility usage, facility scheduling, and supervision of schools (*indicator*)
- ___D. Ability to effectively schedule and promote programs and special events (*indicator*)
- ___E. Knowledge of efficient registration practices and market pricing of classes (*indicator*)
- ___F. Knowledge of appropriate record keeping and reporting systems (*indicator*)
- ___G. Knowledge and ability to apply the continuous improvement process (*indicator*)
- ___H. Knowledge and skills of fund raising (*indicator*)
- ___I. Knowledge and application of sound fiscal management practices (*indicator*)
- ___J. Knowledge and application of technology used in program and fiscal management (*indicator*)

5. HUMAN RELATIONS SKILLS

- ___A. Ability to motivate staff and volunteers (*indicator*)
- ___B. Ability to use teamwork skills in problem solving and accomplishing group objectives (*indicator*)
- ___C. Ability to recruit, hire, train, delegate, supervise, and evaluate staff (*indicator*)

6. **COMMUNITY INVOLVEMENT SKILLS**

- ___A. Knowledge of types of advisory councils, their organization, functions, and development (*indicator*)
- ___B. Ability to involve advisory councils in addressing community issues (*indicator*)
- ___C. Ability to use community involvement processes in resolution of community issues (*indicator*)
- ___D. Ability to involve advisory councils in addressing school issues (*indicator*)
- ___E. Ability to build collaborative partnerships in the community (*indicator*)
- ___F. Ability to effectively identify the community power structure (both formal and informal) (*indicator*)

7. **STRATEGIC PLANNING SKILLS**

- ___A. Ability to develop vision and mission statements (*indicator*)
- ___B. Ability to develop strategic goals and objectives (*indicator*)
- ___C. Ability to identify community resources (*indicator*)
- ___D. Ability to prepare, conduct, and interpret assessments and surveys (*indicator*)
- ___E. Skills to address needs of various racial, ethnic, and socio-economic subgroups within the community (*indicator*)

8. **PUBLIC RELATIONS SKILLS**

- ___A. Knowledge and application of marketing and public relations principles, advertising, and promotions (*indicator*)
- ___B. Ability to impart information about Community Education to various community groups (*indicator*)
- ___C. Ability to design course descriptions, brochures, bulletins, etc. (*indicator*)

___D. Ability to work with various media resources (*indicator*)

___E. Ability to integrate technology into marketing and public relations efforts (*indicator*)

9. **PROGRAM ANALYSIS SKILLS**

___A. Ability to analyze program enrollments, trends, and patterns of registration behavior (*indicator*)

___B. Ability to conduct cost analysis of programs and events (*indicator*)

___C. Ability to monitor and evaluate programs, activities, and services (*indicator*)

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