

SELF ASSESSMENT

**National Community Education Association (NCEA)
Applied Professional Program Leadership Endorsement (APPLE)
Revised June 2005**

Assess your standards and indicators using the following scale:

- 1 = Exceeds requirements of indicator
- 2 = Meets requirements of indicator
- 3 = Needs improvement

Be sure you complete the information for all of the **required indicators (in bold print)** and choose your options of additional indicators for each standard. Use the space below the indicator to describe your skills in that area. You may use additional space to complete your documentation response. Indicator appendices must be identified and appropriately numbered following your description (see Directions and Requirements for specific details).

Standard #1: PROGRAM DEVELOPMENT FUNCTION (5 * Required. Candidate must complete 6 of 7 indicators)

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

- ___B. **Ability to effectively conduct program needs assessment*** (indicator)

- ___C. Ability to effectively identify and acquire resources for your program (indicator)

- ___D. Ability to analyze programming trends (indicator)

- ___E. **Ability to effectively plan programs***
 - ___ a. **Diversity programming – ability to plan programs that meet the broad range of economic, social, ethnic, cultural, age grouping needs within the community** (indicator)

 - ___ b. **Long Range planning – ability to develop appropriate goals that address present and future local needs within the community** (indicator)

 - ___ c. **Developing course/program descriptions – ability to write effective, interesting, and accurate program descriptions** (indicator)

- ___F. **Ability to collaborate/coordinate programs with other community agencies and organizations*** (indicator)

- ___G. **Ability to effectively evaluate programs*** (indicator)

Standard #2: PROGRAM OPERATIONS FUNCTION (1 * Required. Candidate must complete 5 of 6 indicators)

- ___A. **Ability to effectively schedule programs*** (indicator)
- ___B. Knowledge of appropriate registration practices and procedures (indicator)
- ___C. Ability to procure appropriate facilities and equipment for the program (indicator)
- ___D. Ability to maintain an accurate inventory of program supplies, equipment and materials (indicator)
- ___E. Ability to effectively budget for the program (indicator)
- ___F. Ability to strategically plan for program growth, development or contraction (indicator)

Standard #3: PERSONNEL FUNCTION (1 * Required. Candidate must complete 7 of 10 indicators)

- ___A. Recruiting skills; ability to effectively recruit staff and volunteers (indicator)
- ___B. Hiring process; ability to effectively screen applicants and utilize hiring process to select most qualified staff (indicator)
- ___C. Training; ability to provide appropriate in-service training to new staff and volunteers and to provide on-going staff development training opportunities (indicator)
- ___D. Supervision skills; ability to appropriately supervise employees and volunteers (indicator)
- ___E. Evaluation skills; ability to conduct effective employee evaluations with goal setting and monitoring for progress skills (indicator)
- ___F. Work with volunteers; ability to recruit, train and supervise volunteers (indicator)
- ___G. **Human Relations Skills; ability to solve problems and develop teams*** (indicator)
- ___H. Developing job descriptions; ability to develop written employee expectations through job descriptions (indicator)
- ___I. Knowledge of applicable labor laws (indicator)
- ___J. Understanding of internal organizational relationships (indicator)

Standard #4: PUBLIC RELATIONS FUNCTION (None required. Candidate must complete 3 of 4 indicators)

- ___A. Promotion/marketing (indicator)

- ___B. Internal and external communications (indicator)

- ___C. Customer service (indicator)

- ___D. External organizational relationships (indicator)

Standard #5: GOVERNANCE FUNCTION (None required. Candidate must complete 2 of 3 indicators)

- ___A. Knowledge of applicable federal and state laws; need to identify (indicator)

- ___B. Development and knowledge of local policies and procedures; e.g. registration procedures, facility scheduling procedures, child care cleaning procedures, etc. as applicable to your specific program area (indicator)

- ___C. Working with advisory committees, task forces, boards, ad hoc groups, etc. (indicator)