

SUPERVISOR ASSESSMENT

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

Name of APPLE Candidate: _____

Name of Supervisor: _____

Position Title of Supervisor: _____

School District: _____

Please assess the candidate using the following scale:

- 1 = Exceeds requirements of indicator
- 2 = Meets requirements of indicator
- 3 = Needs Improvement
- N = Not Observed

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)

Comments:

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)

Comments:

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)

Comments:

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)

Comments:

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)

Comments:

Signature of Supervisor

Date