

SUPERVISOR ASSESSMENT

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

Name of Community Educator: _____

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

1. COMMUNITY EDUCATION CONCEPTS

- ___A. Knowledge of history and philosophy of Community Education
- ___B. Knowledge of principles of Community Education
- ___C. Knowledge of K-12 support and integration practices
- ___D. Ability to effectively articulate the Community Education concept

Comments:

2. PUBLIC EDUCATION ORGANIZATION

- ___A. Knowledge of school law as it pertains to Community Education
- ___B. Knowledge of local school district's administrative team and the Community Education administrator's relationship within the organization
- ___C. Knowledge of professional responsibilities of school boards, superintendents, principals, teachers, and staff
- ___D. Ability to understand and implement educational policy

Comments:

3. LEADERSHIP SKILLS

- ___A. Knowledge of leadership styles
- ___B. Ability to develop and conduct community leadership training
- ___C. Ability to effectively plan, develop, and implement a "professional growth and self-improvement plan"

Comments:

4. MANAGEMENT SKILLS

- A. Ability to organize and manage programs
- B. Ability to organize and conduct effective meetings
- C. Knowledge of facility usage, facility scheduling and supervision of schools
- D. Ability to effectively schedule and promote programs and special events
- E. Knowledge of efficient registration practices and market pricing of classes
- F. Knowledge of appropriate record keeping and reporting systems
- G. Knowledge and ability to apply the continuous improvement process
- H. Knowledge and skills of fund raising
- I. Knowledge and application of sound fiscal management practices
- J. Knowledge and application of technology used in program and fiscal management

Comments:

5. HUMAN RELATIONS SKILLS

- A. Ability to motivate staff and volunteers
- B. Ability to use teamwork skills in problem solving and accomplishing group objectives
- C. Ability to recruit, hire, train, delegate, supervise, and evaluate staff

Comments:

6. COMMUNITY INVOLVEMENT SKILLS

- A. Knowledge of advisory councils, their organizations, functions, and development
- B. Ability to involve advisory councils in addressing community issues
- C. Ability to use community involvement processes in resolution of community issues
- D. Ability to involve advisory councils in addressing school issues
- E. Ability to build collaborative partnerships in the community
- F. Ability to effectively identify the community power structure (both formal and informal)

Comments:

7. STRATEGIC PLANNING SKILLS

- A. Ability to develop vision and mission statements
- B. Ability to develop strategic goals and objectives
- C. Ability to identify community resources
- D. Ability to prepare, conduct, and interpret assessments and surveys
- E. Skills to address needs of various racial, ethnic, and socio-economic subgroups within the community

Comments:

8. PUBLIC RELATIONS SKILLS

- A. Knowledge and application of marketing and public relations principles, advertising, and promotions
- B. Ability to impart information about Community Education to various community groups
- C. Ability to design course descriptions, brochures, bulletins, etc.
- D. Ability to work with various media resources
- E. Ability to integrate technology into marketing and public relations efforts

Comments:

9. PROGRAM ANALYSIS

- A. Ability to analyze program enrollments, trends, and patterns of registration behavior
- B. Ability to conduct cost analysis of programs and events
- C. Ability to monitor and evaluate programs, activities, and services

Comments:

Signature of Supervisor

Date

Supervisor Assessment