



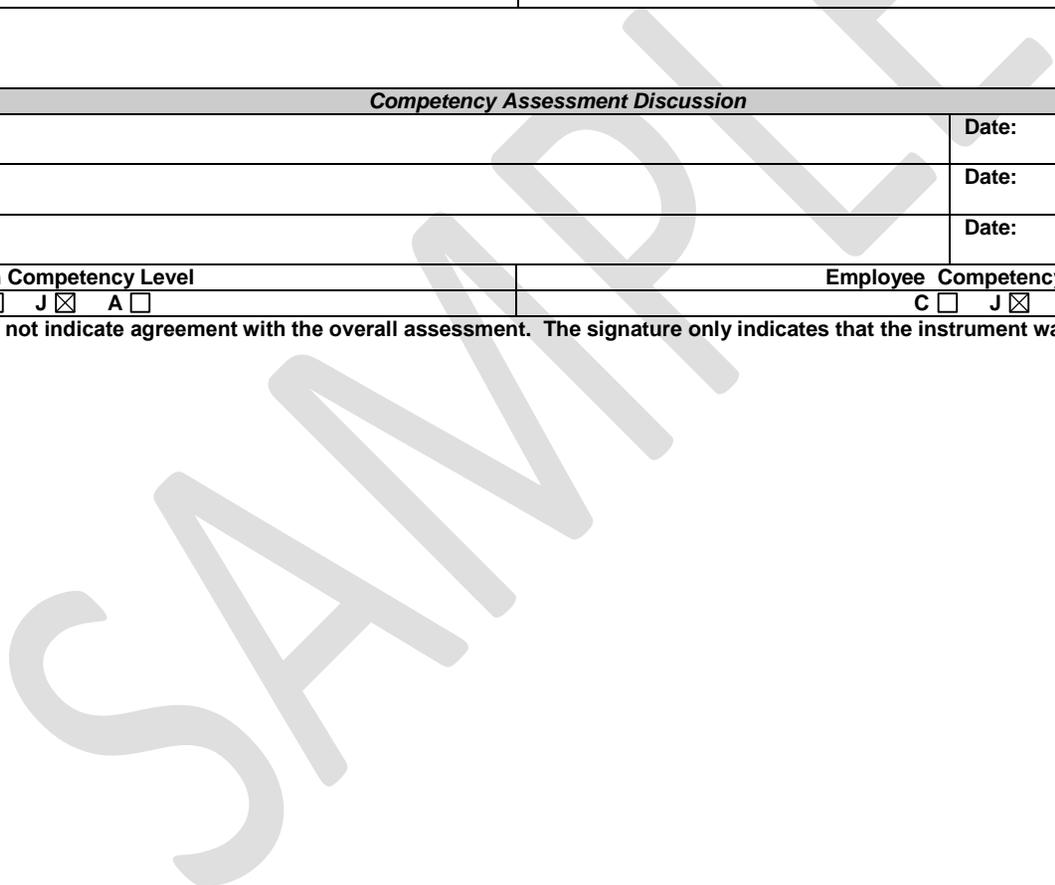
FAYETTEVILLE STATE UNIVERSITY

Competency Assessment and Career Development Plan

Department:	Division: Academic Affairs	FY: 2015-2016
Employee: Sarah Bronco	Position Title: Educational Consultant (Journey)	
Supervisor:	Position Title:	
Manager:	Position Title:	

<i>Competency Assessment Discussion</i>	
Supervisor Signature:	Date:
Employee Signature:	Date:
Manager Signature:	Date:
Position Competency Level	Employee Competency Assessment
C <input type="checkbox"/> J <input checked="" type="checkbox"/> A <input type="checkbox"/>	C <input type="checkbox"/> J <input checked="" type="checkbox"/> A <input type="checkbox"/>

The employee's signature does not indicate agreement with the overall assessment. The signature only indicates that the instrument was discussed on the dates indicated.



Functional Competency Assessment

Key Functional Competency	Comp. Level	Expectations	Employee demonstration of competency	Level C J A
<p>Consulation/Advising</p>	<p><input type="checkbox"/></p>	<p>Ability to serve as specialist in developing programs and innovative projects designed to supplement and improve education programs/projects.</p> <p>Ability to assist in planning and writing of new programs and services which have agency-wide or state-wide implications.</p> <p>Ability to assist in the development of the mission, objectives and goals of the organization.</p> <p>Ability to serve as a specialist responsible for developing measures and methods of evaluating the effectiveness of educational projects.</p> <p>Ability to serve as test development specialist and curriculum specialist to assure that items/tests are aligned with the curriculum.</p> <p>Ability to determine if curriculum is being measured in the most efficient and cost-effective manner.</p> <p>Ability to lead advisory groups comprised of teachers and curriculum specialist in the development, review, editing and revision of performance and multi-choice test items.</p> <p>Ability to review courses and instructor performance and intervene when necessary.</p>	<p>As team lead for the training program, Sarah has taken over responsibility for the direct supervision of one FTE and one to two student research assistants. She is now responsible for day-to-day supervision of training responsibilities for other staff members. Sarah has begun to organize and delegate work, and provide direction and oversight. She is developing exceptional problem solving and organizational skills, but overall is still developing in this area. We expect this competency will continue to grow and develop as Sarah becomes more comfortable with her new supervisory responsibilities. Sarah is comfortable seeking out advice appropriately and consulting with others when sticky situations arise.</p>	<p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>
<p>Knowledge-Professional</p>	<p><input type="checkbox"/></p>	<p>Working knowledge of instructional methods and techniques, and of</p>	<p>Sarah has an excellent understanding of the purpose and objectives of the training program. She applies her</p>	<p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>

		<p>principles and theories of education.</p> <p>Working understanding of the program's/project's purpose and objectives and an understanding of public education for all areas that have a relationship to the assigned work. If assigned work is in the area of a specific curriculum, the employee must be a technical and subject matter specialist that may require special certification.</p> <p>Working knowledge of federal, state, and local provisions, regulations, and objectives pertaining to planning and developing educational programs and projects.</p> <p>Working knowledge of modern developments, trends, and theories in education and educational research.</p> <p>Working knowledge of the standard measures and statistical tools used in educational research.</p> <p>Working knowledge of the different types of research and methods of gathering, analyzing, interpreting, and evaluating data.</p>	<p>knowledge of public health and health promotion to training activities and appropriately seeks out subject matter experts in nutrition, physical activity, and public health practice. She has a solid foundation in data collection and analysis and is demonstrates competencies at the applied level as she continues to provide ongoing trainings and as she works to develop trainings in new areas.</p>	
Analytical Thinking	<input type="checkbox"/>	<p>Ability to plan, design, and promote measures of evaluation, particularly with respect to tests, research projects, statistical analysis, and other research procedures.</p> <p>Ability to review and ensure consistency in standards across projects and across academic years.</p>	<p>Sarah is able to review and ensure consistency with national standards and recommendations across training programs. This includes ensuring that training is consistent with CDC guidance to state programs as well as consistent with national nutrition and physical activity recommendations. She also manages the budget and personnel related to a variety of training activities. Her budget management skills are well developed in some areas. For example, she uses her analytical skills to</p>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

			estimate budgeting expenses related to in-person national trainings and web-based trainings. Overall, Sarah demonstrates analytical thinking skills at the applied level in all aspects of her position and constantly continues to “think outside the box” with creative ideas and new initiatives.	
Communication	<input type="checkbox"/>	<p>Ability to make presentations at the National, State, and local level to share program/project findings.</p> <p>Ability to collaborate with team members and advisory groups to guide and inform the work scope.</p> <p>Ability to co-author reports and manuscripts.</p>	Sarah has had limited opportunity to refine her presentation skills at national meetings as this is a new addition to the position’s duties and responsibilities and is still developing in this area. In the coming months, she will have a number of opportunities to present at national audiences in Atlanta and California. However, her skills in the area of organizing and leading meetings are strong. She has shown great skill and ability when organizing meetings of national advisory and stakeholder groups, meetings with CDC technical advisors, and training team members. Overall, Sarah’s communication skills/ability is at the applied level, but her opportunities to expand her presentation skills at the national level will likely strengthen her abilities in this area of competency.	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Training	<input type="checkbox"/>	Ability to provide in-service workshops and conferences on assessment and program improvement in specialized area of expertise.	Sarah oversees an annual national obesity prevention training course that attracts public health practitioners from across the country. She coordinates planning through a national advisory committee, develops/adjusts course “curriculum” on an annual basis, identifies and coaches content experts from multiple sectors, delegates responsibilities and supervises training through consultants internal and external to UNC-CH. She demonstrates broad competencies as she consistently delivers high-quality training programs.	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Career Development Activities (include Supervisor and Employee responsibilities):

Comments
<u><i>Competency Assessment Discussion</i></u>
Employee Comments:
Supervisor Comments: