



FAYETTEVILLE STATE UNIVERSITY

Competency Assessment and Career Development Plan

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| Department: Early Childhood Learning Center | Division: Academic Affairs | FY: 20 -20 |
| Employee: | Position Title: Early Childhood Practitioner (Advanced) | |
| Supervisor: | Position Title: Director | |
| Manager: | Position Title: Dean | |

| <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 type="checkbox"/> A <input checked="" type="checkbox"/> | C <input type="checkbox"/> J <input type="checkbox"/> A <input checked="" 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 |
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| <p align="center">Communication</p> | <input type="checkbox"/> | <p>Ability to provide effective feedback regarding the developmental, physical, or emotional needs of the child</p> <p>Ability to convey information effectively in written form, including newsletters, classroom materials, and evaluative information</p> <p>Ability to conduct home visits and lead community programs</p> | <p>Ms. Bronco provides effective and outstanding feedback on the progress of children and their classroom needs by providing teachers with the necessary resources.</p> <p>She is responsible for coordinating the communications for the ECLC families about the ECLC's weekly, monthly, and yearly events, as well as all of the PTA functions and fundraisers.</p> <p>She provides correct information to families, supervisor, PFC consultants and others on the developmental progress of children 100% of the time.</p> <p>She not only completes an effective monthly plan, but daily, weekly, and monthly attendance and accurate reports.</p> <p>Ms. Bronco develops correspondences that are submitted to Director for review prior to submission in order to ensure they are free of error.</p> <p>When a child misses 2 or more days from the Center without the family contacting the Center, Ms. Bronco conducts a home visit to complete a follow-up.</p> <p>She leads and organizes all Center's community programs.</p> | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> |
| <p>Child Care and Instruction</p> | <input type="checkbox"/> | <p>Ability to oversee provisions of basic physical care of children</p> | <p>Ms. Bronco provides the required child care instruction of a child care provider through her assistance to all teachers as she provides teachers with the resources needed to teach each child. She also serves as a Substitute when necessary.</p> | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> |

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| | | | <p>She provides, as needed, instruction, using developmentally and educationally appropriate materials as detailed by an established curriculum and Center's program goals resulting in achievements for all children in the classroom.</p> | |
| Safety | | <p>Ability to oversee safety programs and standards.</p> <p>Ability to implement preventive and corrective actions.</p> | <p>Ms. Bronco, as needed, provides basic care, adequate classroom management, and attends to specialized needs, as required, 100% of the time.</p> <p>She coordinates and provides a variety of instructional strategies which teacher is able to use to instruct and guide children to develop basic self-care, cognitive skills, and social skills.</p> | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> |
| Curriculum Implementation | <input type="checkbox"/> | <p>Ability to design, implement and manage curriculum.</p> <p>Ability to set standards and goals, and establish means to measure progress</p> | <p>Ms. Bronco coordinates with the teachers on how to appropriately apply an approved curriculum to benefit children's academic growth.</p> <p>She assists in applying knowledge of concepts of early childhood development and how to use that information to develop developmentally appropriate plans using children's individual needs and their assessment data.</p> | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> |
| Safety | <input type="checkbox"/> | <p>Ability to oversee safety programs and standards</p> <p>Ability to implement preventive and corrective actions</p> | <p>Ms. Bronco displays an outstanding daily commitment to the safety of all children. She conducts and maintains records of monthly fire drills and playground inspections.</p> <p>She adheres to DCDEE training requirements such as CPR, SIDS, Fire Safety, Playground Safety, and more. She responds to any emergency situation quickly, effectively, and appropriately, 100% of the time.</p> <p>Ms. Bronco demonstrates the ability to ensure the safety of all children by maintaining a facility free of potential danger 100% of the time.</p> | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> |

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| | | | She adheres to the safety guidelines by ensuring fire drills (monthly) and playground inspection (frequently) are appropriately held 100% of the time. | |
| Administration | <input type="checkbox"/> | <p>Ability to collect and maintain children's data</p> <p>Ability to organize and plan work of classroom assistants</p> <p>Ability to train new staff</p> <p>Ability to ensure completion of required educational and facility record-keeping</p> | <p>Ms. Bronco serves effectively as administrator of classroom, as well as the Early Childhood Learning Center.</p> <p>She collects and maintains appropriate records and files that are required for review by state agencies and she maintains the accuracy of these documents with 100% correctness. She is so organized that even when she is absent, her files are easily located if needed.</p> <p>Ms. Bronco participates in all required administrative support activities designed to enhance skills as a coordinator. Not only does she part pate in required activities, but she attends Director's meeting and other Partnership for Children and DCDEE meetings. Her training experiences are shared with all of the ECLC; and even more with the new staff to ensure they know all rules, policies, regulations, and more to ensure they are successful and prepared for their first work plan and appraisal with Director.</p> | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> |
| Customer Service | <input type="checkbox"/> | <p>Ability to serve customers in an effective and professional manner</p> <p>Ability to be courteous and polite to children, families, coworkers and supervisor at all times</p> | <p>Ms. Bronco serves all customers in an effective and professional manner at all times without hesitation.</p> <p>She is courteous and polite to children, families, coworkers, and supervisor and everyone she encounters at all times. Ms. Bronco serves all customers in an effective and professional manner at all times without hesitation through her positive approach and helpfulness toward all</p> | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> |
| Dependability/Attendance | <input type="checkbox"/> | Ability to demonstrate dependability, which requires daily attendance | Ms. Bronco demonstrates complete dependability through daily attendance. | |

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| | | <p>Ability to report to work daily, for a full shift, at an appropriate time</p> <p>Ability to submit leave requests at least five (5) days in advance as much as possible</p> | <p>She reports to work daily for al full shift; at an appropriate time. She arrives early and stays as late as necessary to get the job done. She never hesitates to cover another class when someone is absent.</p> <p>Ms. Bronco submits leave requests at least five (5) days and/or more in advance. When emergencies arise, she submits leave immediately on her return. Her vacation time is submitted well in advance to ensure the ECLC has enough coverage at all times.</p> | |
| Teamwork | <input type="checkbox"/> | <p>Ability to serve as a vital team member to enhance teamwork which is critical for collegiality and the success of the ECLC</p> <p>Ability to work with families, co-workers, supervisor and PFC consultants to achieve program expectations so as to document an effective operation of the Center and 100% of the time</p> <p>Ability to support all staff and Center's activities that are designed to improve the Center, and to positively represent the Center to the community 100% of the time as a Center's advocate and liaison</p> | <p>Ms. Bronco is more than a vital member to enhance teamwork. She makes things happen. She goes over and beyond to do what is asked of her as well as volunteers for needed tasks.</p> <p>She works extremely well with families, co-workers, supervisor and PFC consultants to achieve program expectations.</p> <p>Ms. Bronco supports all staff and Center's activities that are designed to improve the Center. She positively represents the center to the community 100% of the time as a Center advocate and liaison by being actively involved in activities throughout the community and marketing the ECLC to everyone she encounters.</p> | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> |

Career Development Activities (include Supervisor and Employee responsibilities):

Ms. Bronco has been employed at the Early Childhood Learning Center more than 30 years. Her career has allowed her to manage her life, learning and work. She is an asset to the Early Childhood Learning Center through her commitment and social and economic contributions to the community and society. She keeps abreast of all professional development and is always willing to learn more to ensure all tasks are completed thoroughly.

She participates in formal and informal educational opportunities, family activities, and hobbies.

Comments

Competency Assessment Discussion

Employee Comments:

Supervisor Comments:

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