



Michigan Core Knowledge, Skills, and Competencies Self-Assessment Tool

Revised 2022

The Michigan Core Knowledge, Skills, and Competencies Self-Assessment Tool was adopted from the IDENTIFY category of the:

**National AfterSchool Association
Core Knowledge, Skills, and
Competencies (NAA CKSC)
for Afterschool and
Youth Development Professionals
(2021).**

The complete document can be found on the NAA website:
<http://naaweb.org/resources/core-competencies>.

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INTRODUCTION

Professional development requires reflection on one's practices to identify strengths, recognize areas for future growth, and incorporate new learning experiences. Reflection heightens awareness of one's own performance and leads to personal change and growth.

The Michigan Core Knowledge, Skills, and Competencies Self-Assessment Tool is designed to empower you to assess your knowledge and skills. It allows you, as a group leader, youth worker, or other youth development professional to:

- Assess your level of knowledge and skills in each of the ten content areas.
- Identify specific areas of need for your future professional development.
- Plan specific actions that will lead to improvement.

This Self-Assessment Tool may also be used by administrators and supervisors to guide staff evaluation, assessment of skills, and professional development needs.

Please note: This document addresses only one category (Identify) of the NAA CKSC. Professionals and administrators should refer to the complete document for competency statements for the Apply and Amplify categories. The complete document also includes supporting evidence, a glossary, references and acknowledgments.

It is also important to note that this document does not attempt to define specific indicators or examples of each of the competency statements. Individuals are encouraged to research best practice and learn more about the content areas and competency statements.

Recommendations

Use this Self-Assessment Tool as a workbook to assess your areas of strength and opportunity and help you determine your professional development plans. The Assess, Reflect, Plan process prescribed here will help you to determine what professional development best fits your personal knowledge and skills for continued growth as a youth development professional. It is suggested that you work through one Content Area (e.g., Child/Youth Growth and Development) at a time or choose to focus on just a few specific Content Areas or competency statements. Complete the assessment over the course of a few days.

Note to Administrators: When using the Core Knowledge, Skills, and Competencies to conduct a performance appraisal, request that the staff member conduct a self-assessment as well. Together, discuss the results of the staff member's self-assessment and your performance appraisal. Use the results to select goals and to plan for professional development.

Assess

Carefully read through the competency statements for the Content Area you have chosen to focus on. Use the assessment tool to note which competency statements represent an area of opportunity, an area of steady progress, or an area of strength.

OPPORTUNITY	STEADY PROGRESS	STRENGTH
I do not understand or am unsure of the meaning of the competency statement.	I need more information to fully understand and implement the competency statement.	I am able to help others understand and implement the competency statement.
Demonstrates the competency statement with guidance.	Inconsistently demonstrates the competency statement.	Consistently demonstrates the competency statement.

If you are not sure what is meant by a particular competency statement, note that it is an area of opportunity. It is expected that even after many years as a youth development professional, one would still have much more to learn. Take notes to keep track of your thoughts, as you work through the Self-Assessment Tool. You can use the summary page to keep track of your results as you complete each Content Area.

Reflect

Use the reflection questions beginning on page 28 to guide your reflection. You will want to consider your results as you think about your areas of strength, areas of steady progress and your areas of opportunity. Reflect on the work you do daily with youth as you think through your answers to the questions and set personal priorities.

Plan

Carefully use the Professional Development Planning Tool to set goals, plan for needed resources or professional development, and establish a timeframe for meeting your goals. You will develop an action plan that will become your to-do list. Will you need to look for books, webinars, training, and conferences, find a mentor, ask a specialist for ideas, etc.?

CONTENT AREA 1: Child/Youth Growth and Development

Research indicates that the growth and development of young people are optimized when adults know and apply the fundamental principles of the science of learning and development (SOLD). Understanding the typical benchmarks for child and youth growth and development and individual and developmental variations, including cultural differences, family experiences, and special needs, enables the practitioner to develop healthy relationships with each young person, supporting their development and learning. It also allows the practitioner to design environments and activities that encompass developmentally and culturally responsive practices, provide accommodations as needed, establish foundations for future growth, and engage young people in building social skills and knowledge.

OPPORTUNITY	STEADY PROGRESS	STRENGTH
I do not understand or am unsure of the meaning of the competency statement.	I need more information to fully understand and implement the competency statement.	I am able to help others understand and implement the competency statement.
Demonstrates the competency statement with guidance.	Inconsistently demonstrates the competency statement.	Consistently demonstrates the competency statement.

Identify			
SKILLS AND COMPETENCIES		AREA OF:	NOTES
A. I am aware of the science of learning and development and basic benchmarks for growth and development.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
B. I recognize that all children and youth have individual needs, temperaments, characteristics, abilities, and develop at an individual rate.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
C. I understand differences in individual development.		OPPORTUNITY	
		STEADY PROGRESS	

CONTENT AREA 1: Child/Youth Growth and Development

Identify			
COMPETENCY STATEMENT		AREA OF:	NOTES
D. I recognize that children and youth learn and develop through experience and active participation.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
E. I understand current youth culture in the context of child and youth development and experiences.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
F. I can identify physical, cognitive, language and communication, social and emotional, and creative development benchmarks.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
G. I can identify individual personalities, temperaments, development, learning styles, and culture.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

CONTENT AREA 2: Learning Environments and Curriculum

Afterschool and youth development professionals provide critical supports for children, youth, and families by fostering growth through social interactions, relationships, stimulating physical environments, and enriching opportunities. Children and youth benefit from high-quality environments and experiences in many ways, including improved self-esteem, self-awareness, and self-control, enhanced communication between peers and within families, a genuine sense of purpose, a deeper understanding of diversity, and advancement in developmental outcomes and academic achievement.

OPPORTUNITY	STEADY PROGRESS	STRENGTH
I do not understand or am unsure of the meaning of the competency statement.	I need more information to fully understand and implement the competency statement.	I am able to help others understand and implement the competency statement.
Demonstrates the competency statement with guidance.	Inconsistently demonstrates the competency statement.	Consistently demonstrates the competency statement.

Physical Environment and Activities			
Identify			
COMPETENCY STATEMENT		AREA OF:	NOTES
A. I recognize the importance of creating a developmentally and culturally responsive learning environment and following a curriculum.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
B. I understand how children and youth learn through relationships, activities, play, and other experiences.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
C. I can identify aspects of a developmentally and culturally responsive environment and learning plan.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
		STEADY PROGRESS	

Content Area 2: Learning Environments and Curriculum

Physical, Social/Emotional, and Cognitive Development

Identify

COMPETENCY STATEMENT		AREA OF:	NOTES
D. I can recognize that change, stress, and transition affect social and emotional development and behavior.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
E. I know that families and communities have cultural experiences that influence how children and youth respond socially to adults and peers.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
F. I understand how children and youth develop a sense of self.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

Content Area 2: Learning Environments and Curriculum

Language and Communication Development Identify

COMPETENCY STATEMENT		AREA OF:	NOTES
G. I understand active listening.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
H. I recognize the importance of respecting multiple communication styles and varying cultural communication norms.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Creative Expression Identify

COMPETENCY STATEMENT		AREA OF:	NOTES
I. I can articulate the value of creative expression as necessary to the development of the individual.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
J. I can identify the community as a resource for creative experiences		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

CONTENT AREA 3: Child/Youth Observation and Assessment

Regular observations, documentation, and other effective assessment strategies including formative assessments—in partnership with families and other professionals serving the same children and youth—are critical to continuous improvement and can positively impact development and learning.

OPPORTUNITY	STEADY PROGRESS	STRENGTH
I do not understand or am unsure of the meaning of the competency statement.	I need more information to fully understand and implement the competency statement.	I am able to help others understand and implement the competency statement.
Demonstrates the competency statement with guidance.	Inconsistently demonstrates the competency statement.	Consistently demonstrates the competency statement.

Identify			
SKILLS AND COMPETENCIES		AREA OF:	NOTES
A. I understand that observation and assessment are ongoing processes.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
B. I can identify the role of risk factors and protective factors on children and youth development.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
C. I recognize the bias of individuals and in assessment tools.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
D. I understand ways to mitigate the bias in the assessment process.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

CONTENT AREA 4: Relationships and Interactions with Children and Youth

Relationships and interactions are of critical importance in positive child and youth development.

OPPORTUNITY	STEADY PROGRESS	STRENGTH
I do not understand or am unsure of the meaning of the competency statement.	I need more information to fully understand and implement the competency statement.	I am able to help others understand and implement the competency statement.
Demonstrates the competency statement with guidance.	Inconsistently demonstrates the competency statement.	Consistently demonstrates the competency statement.

Individual Child/Youth Guidance			
Identify			
COMPETENCY STATEMENT		AREA OF:	NOTES
A. I understand behavior is a type of communication – a way to express or exchange ideas, thoughts, or feelings with others.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
B. I am aware of factors that may impact behavior.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
C. I form realistic expectations about child/youth behaviors.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
D. I can identify individual child/youth abilities and corresponding positive guidance techniques.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

Content Area 4: Interactions with Children and Youth

Enhancing Group Experiences Identify

COMPETENCY STATEMENT		AREA OF:	NOTES
E. I recognize the impact of group dynamics on learning and development and that working with groups is different from working with individuals.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
F. I can state the importance of organization and flexibility when working with groups of children and youth.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
G. I am aware of individual development, interests, age, abilities, and skill levels when grouping children and youth.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
H. I can identify child/youth abilities and corresponding positive guidance techniques to support successful group experiences.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

CONTENT AREA 5: Youth Engagement, Voice and Choice

Youth engagement is both a goal and a practice through which young people gain the knowledge and skills that support their ability to create change in their lives and the world they live in (Fletcher, 2010). Youth engagement includes fostering child and youth leadership and seeking out child and youth voices. Engagement is essential at all age levels but will look different depending on participants' ages and developmental stages.

OPPORTUNITY	STEADY PROGRESS	STRENGTH
I do not understand or am unsure of the meaning of the competency statement.	I need more information to fully understand and implement the competency statement.	I am able to help others understand and implement the competency statement.
Demonstrates the competency statement with guidance.	Inconsistently demonstrates the competency statement.	Consistently demonstrates the competency statement.

Identify			
COMPETENCY STATEMENT		AREA OF:	NOTES
A. I understand that young people's voices are valuable.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
B. I am aware of youth culture within the larger community context where children, youth, and families live.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

CONTENT AREA 6: Equity and Inclusion

OST professionals have regular opportunities to facilitate or hinder (in)equity. Practitioners uphold this responsibility through continued personal learning and understanding, disrupting biases and discrimination to the greatest extent possible, and developing programs, policies, and systems that are culturally responsive, inclusive, and supportive of those historically excluded.

Note: The NAA CKSC (a copy may be found in the Essential Documents) has a glossary that includes many of the words used in Content Area Six, which may be helpful to review in advance of your self-assessment.

OPPORTUNITY	STEADY PROGRESS	STRENGTH
I do not understand or am unsure of the meaning of the competency statement.	I need more information to fully understand and implement the competency statement.	I am able to help others understand and implement the competency statement.
Demonstrates the competency statement with guidance.	Inconsistently demonstrates the competency statement.	Consistently demonstrates the competency statement.

Equity and Antiracism Program and Leadership Practices			
Identify			
COMPETENCY STATEMENT		AREA OF:	NOTES
A. I stay informed about equity and antiracism.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
B. I recognize and value each person's racial and ethnic identity, I avoid a "colorblind" lens.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
C. I understand sexual orientation, gender identity, and expression (SOGIE) and related pronouns for children, youth, families, staff, and partners.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

CONTENT AREA 6: Equity and Inclusion

Equity and Antiracism Program and Leadership Practices (continued)

Identify

COMPETENCY STATEMENT		AREA OF:	NOTES
D. I recognize the intergenerational trauma experienced by children, youth, families, and staff of marginalized and excluded identities and build an understanding of how to support healing, resilience, and growth during and after trauma.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
E. I understand the concept of intersectionality and how multiple identities interact and guide learning and development		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
F. I recognize not only the trauma and oppression but also the joy and hope of historically excluded people and communities.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

CONTENT AREA 6: Equity and Inclusion

Inclusive and Accessible Physical and Social Spaces Identify

COMPETENCY STATEMENT	AREA OF:	NOTES
G. I stay informed about inclusion and accessibility.	OPPORTUNITY	
	STEADY PROGRESS	
	STRENGTH	
H. I understand what implicit bias is and how it works.	OPPORTUNITY	
	STEADY PROGRESS	
	STRENGTH	
I. I build an understanding of the cultures represented by children and youth in the program and understand the need for providing culturally relevant activities and materials.	OPPORTUNITY	
	STEADY PROGRESS	
	STRENGTH	
J. I understand and name my personal biases.	OPPORTUNITY	
	STEADY PROGRESS	
	STRENGTH	

Additional Notes:

CONTENT AREA 6: Equity and Inclusion

Culturally Responsive Practice			
Identify			
COMPETENCY STATEMENT		AREA OF:	NOTES
K. I am aware of my own personal cultural beliefs and practices and the importance of understanding the cultural beliefs and practices of others.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
L. I value and respect cultural differences in children, youth, and families.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
M. I communicate cultural and environmental effects on learning, behavior, and development.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
N. I reflect on my personal understanding of culture, including racial and cultural identities, beliefs, practices, and biases.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

Content Area 7: Family, School, and Community Relationships

Children and youth live and learn within a continuum of settings, including their homes, schools, and other learning environments during the school day, after school, and summer. Research indicates that successful OST programming depends on partnerships with families, schools, and communities built upon ongoing, interactive communication and a commitment to confidentiality.

OPPORTUNITY	STEADY PROGRESS	STRENGTH
I do not understand or am unsure of the meaning of the competency statement.	I need more information to fully understand and implement the competency statement.	I am able to help others understand and implement the competency statement.
Demonstrates the competency statement with guidance.	Inconsistently demonstrates the competency statement.	Consistently demonstrates the competency statement.

Relationships with Families Identify			
COMPETENCY STATEMENT		AREA OF:	NOTES
A. I identify the role of the family as central to the development of children and youth.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
B. I respect choices and goals families make for their children.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
C. I respect the family's role in, influence on, and responsibility for education and development.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
D. I recognize the spectrum of family compositions.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

Content Area 7: Family, School, and Community Relationships

School Relationships Identify

COMPETENCY STATEMENT		AREA OF:	NOTES
E. I am aware of state, district, and/or school academic standards.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
F. I recognize reciprocal relationships and partnerships with school personnel in which each party understands and respects the positive impact each can have on child and youth outcomes.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
G. I understand and know how to access school data to inform knowledge of children and youth.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

Community Relationships Identify

COMPETENCY STATEMENT		AREA OF:	NOTES
H. I can identify the larger community context within which children, youth, and families live.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
I. I recognize the influence of community norms on relationships, environment, and learning.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

CONTENT AREA 8: Safety and Wellness

The physical and emotional safety and wellness of children and youth are vital for fostering development in all areas. Children and youth can fully develop socially, emotionally, cognitively, and physically when their health, safety, and nutritional needs are met. OST professionals— working in partnership with families, schools, and communities—have a crucial opportunity and responsibility to provide relationships, environments, and experiences for all children and youth to guide them on a pathway toward lifelong health and well-being.

OPPORTUNITY	STEADY PROGRESS	STRENGTH
I do not understand or am unsure of the meaning of the competency statement.	I need more information to fully understand and implement the competency statement.	I am able to help others understand and implement the competency statement.
Demonstrates the competency statement with guidance.	Inconsistently demonstrates the competency statement.	Consistently demonstrates the competency statement.

Regulations and Environmental Safety			
Identify			
COMPETENCY STATEMENT		AREA OF:	NOTES
A. I understand applicable local, state, and federal health and safety regulations.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
B. I understand program and organization policies and procedures.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

Content Area 8: Safety and Wellness

Health and Wellness			
Identify			
COMPETENCY STATEMENT		AREA OF:	NOTES
C. I understand the nutritional needs and eating practices necessary for healthy children and youth.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
D. I recognize the importance of mental wellness and how it connects to the individual's overall health.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
E. I recognize that children and youth have individual mental health needs and require an individualized response.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
F. I understands the requirement to maintain the confidentiality of all health-related information.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
G. I recognizes nutritional challenges in individual children and youth.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

CONTENT AREA 9: Program Planning and Development

Developing a shared understanding with staff and families of regulations, applicable laws, policies, staff supervision, quality standards, and meeting regulations and standards is essential to quality environments for children and youth. Programs are stronger when management supports staff and serves as role models around professional development plans, building healthy relationships with colleagues and families, providing developmentally appropriate practices, and connecting with and utilizing resources.

OPPORTUNITY	STEADY PROGRESS	STRENGTH
I do not understand or am unsure of the meaning of the competency statement.	I need more information to fully understand and implement the competency statement.	I am able to help others understand and implement the competency statement.
Demonstrates the competency statement with guidance.	Inconsistently demonstrates the competency statement.	Consistently demonstrates the competency statement.

Program Planning and Evaluation			
Identify			
COMPETENCY STATEMENT		AREA OF:	NOTES
A. I recognize the importance of using data and evaluation.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
B. I understand that laws, regulations, professional and quality standards along with program mission, values, and budgets help shape programs.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
C. I am aware of program planning and evaluation technology needed in current position.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

CONTENT AREA 9: Program Planning and Development

Human Resource Management Identify

COMPETENCY STATEMENT		AREA OF:	NOTES
D. I understand that employment laws and regulations impact organizational and program policy and practice.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
E. I understand the importance of collaboration and teamwork.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
F. I am aware that equity is important in human resource management, and traditional practices may not be equitable.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Fiscal and Financial Management Identify

COMPETENCY STATEMENT		AREA OF:	NOTES
G. I realize that fiscal and financial business plans, policies, and procedures, and realistic comprehensive budgets are a necessary component for the operations – and sustainability – of programs and organizations.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
H. I understand that programs and organizations have specific fiscal and financial policies and procedures that must follow laws and regulations.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

CONTENT AREA 10: Professional Development and Leadership

Each professional in the OST field is a member of a larger community of professional practice. Practitioners understand that their profession originates from a core base of knowledge rooted in experience and research. Practitioners' behavior and actions must be grounded in a code of ethics and standards related to their practice. When each professional adopts the profession's responsibilities regarding ethical behavior, there is a positive impact on the profession.

OPPORTUNITY	STEADY PROGRESS	STRENGTH
I do not understand or am unsure of the meaning of the competency statement.	I need more information to fully understand and implement the competency statement.	I am able to help others understand and implement the competency statement.
Demonstrates the competency statement with guidance.	Inconsistently demonstrates the competency statement.	Consistently demonstrates the competency statement.

Responsibility and Commitment			
Identify			
COMPETENCY STATEMENT		AREA OF:	NOTES
A. I am aware of and understand the NAA Professional Code of Ethics for Out-of-School Time Professionals.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
B. I have a personal work philosophy informed by knowledge of child and youth growth and development, cultural competencies, best/promising practices, and a professional code of ethics.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

Content Area 10: Professional Development and Leadership

Ongoing Professional Growth Identify

COMPETENCY STATEMENT		AREA OF:	NOTES
C. I understand professional development requirements of the field and regulating bodies and am aware of necessary knowledge, skills, and competencies.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
D. I value ongoing self-reflection, self-assessment, and problem-solving strategies to promote professional growth.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
E. I am informed by current news, data trends, and emerging research that impact children and youth and their families.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Leadership and Advocacy Identify

COMPETENCY STATEMENT		AREA OF:	NOTES
F. I recognize the importance of leadership skills, self-advocacy, and being a voice to support children, youth, and families.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	
G. I understand and identify characteristics and qualities of leadership.		OPPORTUNITY	
		STEADY PROGRESS	
		STRENGTH	

Additional Notes:

Assessment Summary

Content Area	Opportunity	Steady Progress	Strength
Child/Youth Growth and Development			
Learning Environments and Curriculum			
Child/Youth Observation and Assessment			
Relationships and Interactions with Children and Youth			
Youth Engagement, Voice and Choice			
Equity and Inclusion			
Family, School, and Community Relationships			
Safety and Wellness			
Program Planning and Development			
Professional Development and Leadership			

Reflection

Which 2 Core Knowledge and Competency Content Areas do you feel least competent and represent areas of opportunity for you? What makes these areas difficult for you?

Which 2 competency statements represent areas of opportunity for professional development? Prioritize them in order of importance to you.

Select the first two priorities. Why are these priorities important to you and your work with youth?

Professional Plan

Set personal goals based on the priorities you have developed from assessing your professional knowledge and skills and areas of opportunity. Focus on one or two of the top priorities. Develop one or two goals related to each of these priorities. Use the competency statements listed to help you.

For example, (Content Area 7, Competency Statement F.), you might have the following goals:

- To build a resource network that will support and assist families and enhance programming.
- To learn to effectively and appropriately use community resources to support families and enhance programming.

Next think through the action steps that should be taken to accomplish your goals. Use the Action Plan Worksheet to guide you.

Content Area- Choose 2 different Content Areas- what are they? example: CA 7, CA 1

What 2 Competency Statements are you choosing? Example: Competency Statement 7F, 1B

Goal One- rewrite that Competency Statement as a Goal- you might want to use the SMART goal format

Goal Two- rewrite that Competency Statement as a Goal- you might want to use the SMART goal format

Action Plan Worksheet

Restate your goal based on the CKSC self assessment and work through these questions to develop an action plan for your professional development needs.

Do not leave any of the questions unanswered.

	Goal One	Goal Two
Ask Yourself:		
What materials and/or resources will I need to meet this goal?		
What professional development will I need to meet this goal? What topics/ content will be most helpful?		
What format of professional development would be most effective in helping me meet this goal (workshop, college course, research, study group, coaching, etc.)		
How and where will I find the professional development that I need?		
How will I find the time and money to receive training?		
What type of support might I need in my program in order to help me implement my new skills or apply my new knowledge?		
What are the first two actions I will take to meet each goal? (Action Steps)	1.	1.
	2.	2.
When will I complete each of these steps? (Timeline)	1.	1.
	2.	2.
How will my practice change so that I know I have completed the goal? (Measurement)		