

# Competency and Indicator List

## Education Professions\*

### **1.0 ANALYZE REQUIREMENTS RELATED TO VARIOUS CAREERS WITHIN EDUCATION PROFESSIONS**

- 1.1 Identify career options in education at the local, state, and national levels
- 1.2 Identify specific requirements to become a certified teacher or a paraprofessional in a chosen area and level of education
- 1.3 Examine the state job market for various types of education employment
- 1.4 Develop a career plan
- 1.5 Develop a résumé
- 1.6 Examine various job application processes for paraprofessional and professional positions
- 1.7 Demonstrate interviewing skills

### **2.0 APPLY BASIC KNOWLEDGE AND SKILLS IN A WORK-BASED LEARNING SETTING**

- 2.1 Demonstrate behaviors consistent with those required in education settings
- 2.2 Demonstrate the skills needed to work with a diverse cultural climate
- 2.3 Identify and demonstrate an understanding of professional codes of ethics
- 2.4 Identify school employees' responsibilities for the health, safety and welfare of students

### **3.0 APPLY ORAL COMMUNICATIONS SKILLS TO ENHANCE LEARNING**

- 3.1 Recognize cultural differences and other barriers in communication
- 3.2 Demonstrate the use of motivational and engaging communication to provide information and discussion
- 3.3 Practice the use of clear verbal directions
- 3.4 Apply active listening skills to enhance communication with learners

### **4.0 DEMONSTRATE WRITTEN COMMUNICATION SKILLS**

- 4.1 Conduct formal/informal research to collect appropriate topical information related to lesson planning and preparation
- 4.2 Develop research information and outlines for classroom presentations
- 4.3 Construct written communication skills, using appropriate format for the situation
- 4.4 Apply multiple technologies for written and presentation communications with students, parents and administration

- 5.0 ANALYZE THE ROLE OF THE EDUCATION INDUSTRY IN THE ECONOMY**
- 5.1 Examine the role of education, its institutions and organization, in the economy: local, state, national and international
  - 5.2 Examine the factors, including personal traits, which contribute to the success and failure of education institutions and organizations
  - 5.3 Compare/contrast the advantages/disadvantages of public and private education institutions and organizations
  - 5.4 Analyze the relationship of student service and community satisfaction on the success of an educational institution
- 6.0 COMPREHEND THE ROLES, THE FINANCIAL MANAGEMENT, AND ORGANIZATION OF THE SCHOOL DISTRICT, THE GOVERNING BOARD, AND THE INDIVIDUAL SCHOOLS WITHIN THE DISTRICT**
- 6.1 Comprehend business and financial management practices needed for an educational institution or organization
  - 6.2 Develop a budget based on the needs of a school department
  - 6.3 Explain financial information for decision making and planning
  - 6.4 Explain how taxes impact the school district's ability to meet objectives and state and federal mandates
  - 6.5 Explain the role of the governing board in establishing policies and objectives for the school district
  - 6.6 Describe how schools carry out the school boards' policies and meet state mandates
- 7.0 EXAMINE LEADERSHIP STYLES APPROPRIATE FOR THE WORKPLACE**
- 7.1 Determine personal characteristics of effective leaders
  - 7.2 Compare/contrast leadership and management styles
- 8.0 PARTICIPATE IN LEADERSHIP ACTIVITIES SUCH AS THOSE SUPPORTED BY CAREER AND TECHNICAL STUDENT ORGANIZATIONS AND RELATED EDUCATION PROFESSIONAL ORGANIZATIONS**
- 8.1 Identify professional organizations related to education
  - 8.2 Explain the benefits of professional organizations
  - 8.3 Determine the roles and responsibilities that leaders and followers bring to an organization
  - 8.4 Evaluate characteristics of an effective team member
  - 8.5 Evaluate characteristics of effective teams
  - 8.6 Practice techniques to involve each member of the team
  - 8.7 Demonstrate teamwork
  - 8.8 Practice effective meeting management
- 9.0 COMPREHEND THE HISTORY AND STRUCTURE OF U.S. EDUCATION**
- 9.1 Identify the historical development of U.S. education
  - 9.2 Identify major philosophies of education
  - 9.3 Identify the roles of state and federal government in education
  - 9.4 Analyze the similarities and differences between private and public education, including charter and alternative school approaches
  - 9.5 Examine current educational issues

9.6 Compare education in the United States and in other countries

**10.0 COMPREHEND THE ROLES OF ADMINISTRATION AND THE GOVERNING BOARD IN RELATION TO SCHOOLS**

10.1 Explain the roles and responsibilities of district and building administrators

10.2 Explain the roles of the district leadership team and how these differ from the building administrators

10.3 Explain the pivotal role of the district superintendent and their interaction with both the school administration and the board

**11.0 COMPREHEND THE ROLES OF SUPPORT SERVICE PERSONNEL IN SCHOOLS**

11.1 Describe the roles of guidance and counseling, health care providers, food service workers, facility maintenance workers, transportation personnel, etc.

11.2 Describe the role of community resources in and out of the school to provide student assistance

**12.0 ANALYZE THE ROLES AND CHARACTERISTICS OF TEACHERS AND PARAPROFESSIONALS AT EACH EDUCATIONAL LEVEL**

12.1 Examine instructional and supervisory roles for teachers and paraprofessionals

12.2 Analyze the characteristics of individuals who exhibit a passion for teaching and other educational roles related to schools

12.3 Examine self for characteristics that lead to successful relationships in an education setting

**13.0 COMPREHEND THE ISSUES RELATED TO EXCEPTIONAL LEARNERS**

13.1 Comprehend the criteria and definitions related to exceptional learners, including children with disabilities and that are gifted

13.2 Comprehend the use of developmentally appropriate instructional interventions for cognitive, motor, self-help, social, and language activities

13.3 Apply the knowledge of accommodations and modifications for an exceptional learner in adapting activities for individual student's goals

13.4 Identify the components of an Individual Education Plan (IEP) including medical needs, student goals, present level of development, etc.

13.5 Comprehend the legal responsibilities associated with student Individual Education Plans

**14.0 COMPREHEND THE ISSUES RELATING TO DIVERSITY AND ITS IMPACT ON TEACHING AND LEARNING**

14.1 Identify the characteristics, the challenges and the opportunities for learning in a diverse classroom

14.2 Explain the role of teacher expectation on student performance and its impact on teaching and learning in a diverse classroom

14.3 Describe the needs of multiple-language learners

14.4 Describe how cultural and ethnic differences affect interpersonal interactions and communications within a group

- 15.0 ANALYZE HOW CLASSROOM MANAGEMENT AND DISCIPLINE STRATEGIES IMPACT STUDENT LEARNING**
- 15.1 Analyze the relationship of instructional strategies, learning objectives, and learner involvement, and their impact on student behaviors
  - 15.2 Analyze how to organize time, materials, physical room arrangement, and learner activities to maximize student learning
  - 15.3 Identify discipline strategies needed in various classroom situations
- 16.0 COMPREHEND THE STAGES OF HUMAN DEVELOPMENT AND THEIR IMPACT ON LEARNING AND THE CLASSROOM**
- 16.1 Comprehend the stages of physical development through adolescence
  - 16.2 Comprehend cognitive development from birth through adolescence
  - 16.3 Comprehend psychosocial development theory
  - 16.4 Comprehend emotional development theory
  - 16.5 Comprehend character development theories
- 17.0 IDENTIFY INSTRUCTIONAL METHODS FOR PRACTICAL SITUATIONS**
- 17.1 Investigate content-centered methods of instruction
  - 17.2 Identify teaching methods that accommodate various learning styles
  - 17.3 Describe strategies for addressing the needs of unmotivated students and students from challenging environments
  - 17.4 Identify different assessment techniques for feedback to students
- 18.0 CREATE A LESSON PLAN AND RELATED ACTIVITIES TO MEET THE NEEDS OF LEARNERS**
- 18.1 Develop objectives for the learner that are aligned with state and district standards
  - 18.2 Integrate the components of a lesson plan with activities and instructional materials
  - 18.3 Present a lesson and a planned learning activity
  - 18.4 Conduct a reflective evaluation
- 19.0 APPLY TECHNOLOGY FOR INSTRUCTION AND MANAGEMENT**
- 19.1 Apply knowledge and skills of multi-media computer technology to create classroom materials and presentations
  - 19.2 Apply knowledge of the Internet to provide resources for classroom learning

**\*Note: In addition to the competencies and indicators identified in the 19 areas above, it is important for instruction to include the Crosswalk Academic Competencies related to mathematics and language arts. These are in line with those required for Education Testing Services (ETS) assessment and are emphasized in No Child Left Behind (NCLB) federal legislation. Arizona has not yet adopted or developed a certification program for paraprofessional educators. These appear to areas that will be considered when this does occur. Therefore, consideration may need to be given to these areas to assist in the preparation of Education Professions students. This may not mean that these will be added to the competencies above, but attention may need to be given to assuring that students in their total school program will have gained these cross-walked mathematics and language arts competencies.**