

# **School-Age Child Care Professional**

## **Skill Standards Inventory For Mentor/Supervisor Assessment**

### **Inventory Description**

This inventory identifies Skill Standards necessary to function effectively as a School-Age Child Care Professional.

The six critical work function areas:

- A. Ensure a Healthy and Safe Environment
- B. Support Each Child
- C. Develop and Implement Program/Curriculum
- D. Support Families
- E. Build Community Support and Resources
- F. Commit to Professional Development

The key activity under each critical work function further identifies the usual responsibilities of a school-age care professional.

*\*Self Assessment Tool developed for ECE Skill Standards by  
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## **Directions**

**1.0 Please read each item and rate the student's current level of development based on your perception and according to the rating scale defined below. If the item does not apply, check NA (does not apply).**

**Always → Fully meets criteria: 20 – 17 points**

The student always meets this standard. (Please note a commendation for this standard.)

**Usually → Moderately meets criteria: 16 – 13 points**

The student usually meets this standard with occasional, exceptions. (Please explain. Note a commendation and/or a recommendation for improvement for this standard.)

**Needs Improvement → Minimally meets criteria: 12 – 0 points**

The student needs to work on improving this standard. (Please give a recommendation for improvement in this standard.)

**2.0 Award points for each category on the summary page, based on the 20 point grade criteria:**

- Fully meets criteria ~ 20 – 17 points
- Moderately meets criteria ~ 16 – 13 points
- Minimally meets criteria ~ 12 – 0 points
- NA Does not apply        0 points

**3.0 Total of possible points and awarded points on summary page:  
Adjust points as appropriate when there are items that DO NOT APPLY.**

**4.0 Return original assessment report to student with an exit conference.**

Name \_\_\_\_\_

Date \_\_\_\_\_

### Critical Work Function A: Ensure a Healthy and Safe Environment

#### Rating Scale

Key Activity	At what level is the school-age care professional able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
A1	Maintain the physical site.			
A2	Develop and implement safety procedures and precautions.			
A3	Inspect, modify and document indoor and outdoor space and equipment to meet safety standards.			
A4	Implement health standards and practices.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

## Critical Work Function B: Support Each Child

### Rating Scale

Key Activity	At what level is the school-age care professional able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
<b>B1</b>	Ensure personal safety for each child.			
<b>B2</b>	Guide and nurture each child's developing cognitive, social and emotional skills.			
<b>B3</b>	Collaborate with others to meet the needs of each child.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

## Critical Work Function C: Develop and Implement Program/Curriculum

### Rating Scale

Key Activity	At what level is the school-age care professional able to:	20-17 pts	16-13 pts	12-0 pts Needs Improvement
		Always	Usually	
<b>C1</b>	Create a daily schedule that supports the developmental needs of the group.			
<b>C2</b>	Collaborate with children, staff, and community on program planning.			
<b>C3</b>	Plan and implement activities based on the individual and cultural diversity of the group.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

## Critical Work Function D: Support Families

### Rating Scale

Key Activity	At what level is the school-age care professional able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
<b>D1</b>	Build a partnership.			
<b>D2</b>	Exchange feedback and information with appropriate family members and guardians.			
<b>D3</b>	Provide families with information, resources and referrals.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

**Critical Work Function E: Build Community Resources and Resources**

**Rating Scale**

Key Activity	At what level is the school-age care professional able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
<b>E1</b>	Increase public awareness of the needs of school-age programs.			
<b>E2</b>	Collaborate with site personnel and community based agencies and organizations.			
<b>E3</b>	Maintain current knowledge of the field.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

## Critical Work Function F: Commit to Professional Development

### Rating Scale

Key Activity	At what level is the school-age care professional able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
<b>F1</b>	Plan for professional and personal growth.			
<b>F2</b>	Participate in professional networking.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

Name \_\_\_\_\_

Date \_\_\_\_\_

**School-Age Care Professional  
Summary of Points @ 60% of Grade**

<b>Critical Work Function</b>	<b>Points Possible</b>	<b>Points Awarded</b>
<b>A. Ensure a Healthy and Safe Environment</b>	<b>4 x 20 = 80</b>	
<b>B. Support Each Child</b>	<b>3 x 20 = 60</b>	
<b>C. Develop and Implement Program/Curriculum</b>	<b>3 x 20 = 60</b>	
<b>D. Support Families</b>	<b>3 x 20 = 60</b>	
<b>E. Build Community Support and Resources</b>	<b>3 x 20 = 20</b>	
<b>F. Commit to Professional Development</b>	<b>2 x 20 = 40</b>	
<b>Attendance, participation and work ethics with children, staff (100 hrs), conferences, meetings (10 hrs)</b> <i>Criteria: Arrives on time for all scheduled participation. Calls in advance if unable to attend scheduled time.</i>	<b>40</b>	
<b>TOTAL POINTS:</b>	<b>400</b>	