

# **School-Age Care Professional**

## **Skill Standards Inventory For Self-Assessment And Planning Professional Improvement**

### Inventory Description

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

The seven 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. Develop and Support Staff
- G. Manage Program Operations

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. Please read each item and rate your current level of development according to the rating scale defined below:

NA → This does not relate to my job responsibilities as I understand them.

LOW → I have minimal understanding, confidence, and/or  
Knowledge/Skill capability to actively contribute and/or  
function in relation to this item.

MODERATE → I have enough understanding, confidence, and/or  
Knowledge/Skill capability to actively contribute and/or function with minimal  
supervision for this item.

HIGH I have enough understanding, confidence, and/or Knowledge/Skill  
capability to contribute and/or function effectively  
without supervision for this item.

VERY HIGH I have understanding, confidence, and/or capability to  
Knowledge/Skill contribute and/or function effectively, and enough expertise to  
teach/lead other school-age care professionals .

2. In the space provided under each skill standard area, please indicate which key activities is a training priority for you.
3. Summarize those items that need improvement in each skill standard area on the “Professional Improvement Plan Summary.”
4. Complete the “Professional Improvement Plan Goal Statement.”

Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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

*Please √ your present level of development ~*

**Rating Scale**

Key Activity	As a school-age care professional, to what level are you able to:	NA	Low	Mod.	High	Very High
<b>A1</b>	Maintain the physical site.					
<b>A2</b>	Develop and implement safety procedures and precautions.					
<b>A3</b>	Inspect, modify and document indoor and outdoor space and equipment to meet safety standards.					
<b>A4</b>	Implement health standards and practices.					

*Comments about strengths or need for growth for this work function:*

**Critical Work Function B:  
Support Each Child**

*Please √ your present level of development ~*

**Rating Scale**

Key Activity	As a school-age care professional, to what level are you able to:	NA	Low	Mod.	High	Very High
<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.					

*Comments about strengths or need for growth for this work function:*

**Critical Work Function C:**

**Develop and Implement Program/Curriculum**

*Please √ your present level of development ~*

**Rating Scale**

<b>Key Activity</b>	<b>As a school-age care professional, to what level are you able to:</b>	<b>NA</b>	<b>Low</b>	<b>Mod.</b>	<b>High</b>	<b>Very High</b>
<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.					
<i>Comments about strengths or need for growth for this work function:</i>						

**Critical Work Function D:**

**Support Families**

*Please √ your present level of development ~*

**Rating Scale**

<b>Key Activity</b>	<b>As a school-age care professional, to what level are you able to:</b>	<b>NA</b>	<b>Low</b>	<b>Mod.</b>	<b>High</b>	<b>Very High</b>
<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.					
<i>Comments about strengths or need for growth for this work function:</i>						

**Critical Work Function E:**

**Build Community Support and Resources**

*Please √your present level of development ~*

**Rating Scale**

<b>Key Activity</b>	<b>As a school-age care professional, to what level are you able to:</b>	<b>NA</b>	<b>Low</b>	<b>Mod.</b>	<b>High</b>	<b>Very High</b>
<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.					
<i>Comments about strengths or need for growth for this work function:</i>						

**Critical Work Function F:**

**Develop and Support Staff**

*Please √your present level of development ~*

**Rating Scale**

<b>Key Activity</b>	<b>As a school-age care professional, to what level are you able to:</b>	<b>NA</b>	<b>Low</b>	<b>Mod.</b>	<b>High</b>	<b>Very High</b>
<b>F1</b>	Recruit, manage and retain staff, substitutes and volunteers.					
<b>F2</b>	Provide orientation, ongoing support and performance reviews for staff.					
<b>F3</b>	Identify and facilitate ongoing professional development for self and staff.					
<i>Comments about strengths or need for growth for this work function:</i>						

**Critical Work Function G:  
Manage Program Operations**

*Please ✓ your present level of development ~*

**Rating Scale**

<b>Key Activity</b>	<b>As a school-age care professional, to what level are you able to:</b>	<b>NA</b>	<b>Low</b>	<b>Mod.</b>	<b>High</b>	<b>Very High</b>
<b>G1</b>	Manage budget and fiscal operations.					
<b>G2</b>	Maintain licensing, accreditation, and/or sponsoring agency standards.					
<b>G3</b>	Maintain accurate and appropriate record keeping systems.					
<b><i>Comments about strengths or need for growth for this work function:</i></b>						

Name \_\_\_\_\_

Date \_\_\_\_\_

### **School-Age Care Professional Improvement Plan Summary**

<b>Critical Work Function</b>	<b>Strengths</b>	<b>Areas for Growth</b>
<b>A. Ensure a Healthy and Safe Environment</b>		
<b>B. Support Each Child</b>		
<b>C. Develop and Implement Program/Curriculum</b>		
<b>D. Support Families</b>		
<b>E. Build Community Support and Resources</b>		
<b>F. Develop and Support Staff</b>		
<b>G. Manage Program Operations</b>		

Professional improvement goal(s) and projected plan for how goals might be accomplished:

For more information:

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