Kansas Adult Education
DATA ENTRY Competencies

Competency 1: VISION

The Data Entry Professional is an integral part of the development, implementation and stewardship of a vision of life-long learning.

	Performance Indicators
	1.1 Is involved and is aware of all program improvement efforts.

Competency 2: CULTURE

The Data Entry Professional supports and sustains a program culture conducive to adult learning and staff professional growth.

	Performance Indicators
	2.1 Understands the history and potential of adult literacy to improve participants' lives.
	2.2 Participates in professional development opportunities.
	2.3 Understands the diversity of the adult education population and its meaning for adult education programs.
	2.4 Promotes a safe and supportive learning environment.
	2.5 Nurtures and sustains a culture of collaboration, trust, and learning.
	2.6 Ensures adherence to all Kansas Adult Education policies and procedures.

Competency 3: OPERATIONS

The Data Entry Professional supports management of the program, operations, and resources for a safe, efficient, and effective learning environment.

	Performance Indicators
	3.1 Understands and adheres to operational procedures and technology plans that apply to the sponsoring local and state agencies.
	3.2 Complies with rules and regulations related to program safety, security, and privacy.
	3.3 Accepts responsibility for accurate data entry.
	3.4 Manages time efficiently to maximize the attainment of program goals.
	3.5 Promotes the welfare and safety of adult learners and staff.
	3.6 Collaborates with key team members.
	3.7 Establishes and maintains effective communications with sponsoring local and state agencies to manage multiple reporting requirements and deadlines.

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Competency 4: ETHICS

The Data Entry Professional acts with integrity, fairness, and in an ethical manner.

	Performance Indicators
	4.1 Protects the rights and confidentiality of adult learners and staff.
	4.2 Treats adult learners and adult education staff in an equitable and fair manner.