



Kansas Adult Education PROGRAM LEADER Competencies

Revised and updated by the Kansas Statewide PD System Practitioner Standards Workgroup
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Adapted from:
Standards for School Leaders
Council of Chief State School Officers
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Adopted by Full Consortium
November 2, 1996
and
Educational Leadership Policy Standards
Interstate School Leaders Licensure Consortium (ISLLC)
Adopted by the National Policy Board for Educational Administration
December 13, 2007

Competency 1: VISION

The Program Leader facilitates the development, implementation and stewardship of a vision of life-long learning to successfully function as family members, community members, and employees.

Knowledge	Performance Indicators
	1.1.1 Develops the program's vision that drives development, implementation and monitoring of a strategic plan that shapes educational offerings and activities.
	1.1.2 Identifies, clarifies, and addresses barriers to achieving the vision.
	1.1.3 Assesses, analyzes, and anticipates emerging trends and initiatives in order to adapt leadership strategies.
	1.1.4 Involves the entire staff in program improvement efforts.
Performance	Performance Indicators
	1.2.1 Monitors and evaluates program progress and revises objectives as needed.
	1.2.2 Uses accurate PABLO data for program development, improvement, and decision-making.

Competency 2: CULTURE

The Program Leader advocates, develops, nurtures, and sustains a program culture conducive to adult learning and staff professional growth.

Knowledge	Performance Indicators
	2.1.1 Understands cognitive development and its impact on the adult learner.
	2.1.2 Understands the history and potential of adult literacy to improve participants' lives.
	2.1.3 Identifies and addresses learning barriers to promote successful instruction.
	2.1.4 Understands curriculum design, implementation, evaluation, and principles of effective instruction.
	2.1.5 Understands applied learning and motivational theories.
	2.1.6 Demonstrates knowledge and understanding of measurement, evaluation and assessment strategies.
	2.1.7 Comprehends the change process for systems, organizations, and individuals.
	2.1.8 Recognizes the role and use of technology in promoting adult learning and professional growth.
	2.1.9 Participates and promotes quality professional development opportunities.
Performance	Performance Indicators
	2.2.1 Facilitates and supervises instruction.
	2.2.2 Ensures adherence to all Kansas Adult Education policies and procedures.
	2.2.3 Develops the instructional and leadership capacity of staff.
	2.2.4 Nurtures and sustains a culture of collaboration, trust, learning, and high expectations.
	2.2.5 Provides a safe and supportive learning environment for staff and learners where all are treated with fairness, dignity, and respect.

Competency 3: OPERATIONS

The Program Leader ensures management of the organization, operations, and resources for a safe, efficient, and effective environment.

Knowledge	Performance Indicators
	3.1.1 Understands and follows the operational procedures that apply to the sponsoring agency, including program safety and security.
	3.1.2 Is aware of and adheres to Federal, State, and Local legal guidelines impacting adult education program operations.
Performance	
	3.2.1 Monitors and evaluates the program's impact on student goals and outcomes.
	3.2.2 Seeks stakeholder input when making management decisions and updating processes.
	3.2.3 Establishes and maintains effective communications with sponsoring local and state agencies to manage multiple reporting requirements and deadlines.

Competency 4: FISCAL ACCOUNTABILITY

The Program Leader follows fiscal guidelines, regulations, principles, and standards when developing or committing fiscal resources or processing financial transactions.

Knowledge	Performance Indicators
	4.1.1 Keeps current on fiscal procedures, principles, standards, etc.
	4.1.2 Safeguards fiscal resources, and adheres to all sponsoring local and state agency control procedures designed to prevent and detect theft or misuse of funds.
Performance	
	4.2.1 Allocates and accounts for the use of fiscal resources.
	4.2.2 Monitors budget usage and ensures critical costs are covered.
	4.2.3 Seeks ways to reduce costs.

Competency 5: COLLABORATION

The Program Leader collaborates with other educational providers and community agencies, responding to diverse community interests and needs, and leverages community resources.

Knowledge	Performance Indicators
	5.1.1 Understands how the program operates as an integral part of the larger community.
Performance	
	5.2.1 Regularly solicits input from current and potential adult learners and incorporates that information into program planning.
	5.2.2 Participates as a partner with area businesses, post-secondary education institutions and other community entities to support program goals and enhance program capacity.
	5.2.3 Leverages available community resources to help the program solve problems and achieve goals.

Competency 6: ETHICS

The Program Leader acts with integrity, fairness, and in an ethical manner by adhering to a core set of values that are represented in decisions and actions.

Knowledge	Performance Indicators
	6.1.1 Recognizes that an educational gain is a means for students to achieve additional relevant goals.
	6.1.2 Identifies and evaluates the legal and just consequences of decision-making.
Performance	
	6.2.1 Positively influences adult learners and the adult education program through fair and equitable treatment.
	6.2.2 Provides equal opportunity to every adult learner for a quality education.
	6.2.3 Protects and maintains the rights and confidentiality of adult learners and staff.