Kansas Adult Education NAVIGATOR Competencies

Competency 1:   VISION

The NAVIGATOR works with program leadership to cultivate relationships that strengthen community options and reduce duplications.

	Performance Indicators
	1.1 Seeks opportunities for creative problem solving while staying within the parameters of good practice.
	1.2 Thinks in terms of desired outcomes, not just quick solutions. Finds ways to turn the ideal into reality.

Competency 2:   OPERATIONS

The NAVIGATOR supports students' goals and development.

	Performance Indicators
	2.1 Tracks student attendance, behavior, and progress.
	2.2 Maintains a system for tracking students' participation in career and educational pathways.
	2.3 Encourages student accountability, self-advocacy, and self-awareness.
	2.4 Understands and abides by the operational procedures that apply to the sponsoring agency, including program safety and security.
	2.5 Is aware of and adheres to Federal, State, and Local legal guidelines impacting adult education program operations.

Competency 3:   DIRECT STUDENT SUPPORT

The NAVIGATOR helps students identify realistic educational and career goals.

	Performance Indicators
	3.1 Provides information on targeted career and educational pathways.
	3.2 Assists students with career research and planning.
	3.3 Assists with employment search, internships, or job placements.
	3.4 Establishes positive and trusting relationships with students.
	3.5 Meets with students regarding academic progress.
	3.6 Understands barriers that nontraditional students may encounter.
	3.7 Facilitates transition of students to credit courses, connecting them with student services and academic and support programs.
	3.8 Regularly solicits input from adult learners and potential adult learners and incorporates that information into program planning.

Competency 4: COLLABORATION

The NAVIGATOR coordinates services with relevant postsecondary departments and community agencies.

	Performance Indicators
	4.1 Establishes and maintains effective partnerships with multiple stakeholders to leverage strengths and circumvent limitations in the delivery of services.
	4.2 Communicates regularly with program leadership and community partner organizations for purposeful and intentional outreach and relationship building.
	4.3 Works collaboratively with community partners to develop student support networks and referrals.