

**CORE COMPETENCIES FOR SUCCESS:**

**STUDENT FOCUS**

- Students and their needs are the priority.
- Develops and maintains student relationships.
- Builds credibility and trust.
- Quickly and effectively solves student issues/problems.
- Adapts to changing information, conditions or challenges with a positive attitude.
- Incorporates student feedback into delivery of service to provide the best experience possible for the student.
- Actively promotes Center Line Public Schools in the community.

**COMMUNICATION SKILLS**

- Clearly and effectively conveys and presents information verbally.
- Shares ideas and perspectives and encourages others to do the same.
- Writes in a clear, concise, organized and convincing way for the target audience; messages have a distinct beginning, middle and end and are error-free.
- Keeps others involved with their students informed of new developments.
- Appropriately disseminates information to other employees.
- Effectively uses multiple channels to communicate important messages.
- Keeps Director well informed about progress.

**INTERPERSONAL SKILLS**

- Relates well with others.
- Treats others with respect.
- Shares views in a tactful, considerate way.
- Demonstrates diplomacy by approaching others about sensitive issues in an appropriate way.
- Considers and responds appropriately to the needs, feelings and capabilities of others in various situations or settings.
- Fosters an environment conducive to open, transparent communication among all levels and positions.
- Takes the initiative to get to know internal and external volunteers and members of the community.
- Effectively handles challenging, tense, and problem-filled situations.

**FUNCTIONAL EXPERTISE**

- Has the skills, abilities, knowledge and experience to be successful in area of expertise.
- Dedicates time and energy to keeping abreast of the latest information related to area of expertise.
- Approaches problems resourcefully and creatively in area of expertise.
- Actively pursues information related to problems and effectively generates solutions in a timely manner.
- Embraces and utilizes new technologies.
- Produces high quality work in an organized and timely fashion.
- Manages time and priorities effectively.

## **INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:**

### **PEER RELATIONSHIPS**

- Finds common ground and solves problems for the good of all.
- Can represent his/her own interests and yet be fair to other groups.
- Solves problems with peers with minimal “noise”.
- Is seen as a team player and is cooperative.
- Easily gains trust and supports peers.
- Encourages collaboration.
- Is candid with peers.

### **SELF KNOWLEDGE**

- Seeks feedback.
- Gains insight from mistakes.
- Is open to constructive criticism.
- Is not defensive.
- Proactively seeks to understand his/her strengths and areas for growth.
- Applies information to best serve organization.
- Recognizes how his/her behavior impacts others and incorporates insight into future interactions.
- Not afraid to try new things.

### **ORGANIZING**

- Uses his/her time effectively and efficiently.
- Concentrates his/her efforts on the more important priorities.
- Can attend to a broader range of activities as a result of organizing time efficiently.
- Can marshal resources (people, funding, material, support) to get things done.
- Can orchestrate multiple activities at once to accomplish a goal.

### **PROBLEM SOLVING**

- Uses rigorous logic and methods to solve difficult problems with effective solutions.
- Probes all fruitful sources for answers.
- Can see hidden problems.
- Is excellent at honest analysis.
- Looks beyond the obvious and doesn't stop at the first answers.

### **PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Light physical activities and efforts required working in a school environment.

***(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)***