

Position: **Early On[®] Coordinator**

Assessment For: **Theoretical Foundations**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the “As Demonstrated By” descriptions.
2. Then select the “Level of Growth Opportunity” that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Family-centered, strength-based practice	<ul style="list-style-type: none"> • Embeds the concept of “family-centered, strength-based practice” in all activities, including workshops, meetings, and at conferences, and in one-on-one conversations 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Early intervention theory & practices	<ul style="list-style-type: none"> • Ensures that the local service area plan is implemented in accordance with sound principles and practices of early intervention • Accurately includes/explains the concept of early intervention in workshops, meetings, and at conferences, and in one-on-one conversations 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Child development	<ul style="list-style-type: none"> • Provides information to families, service providers, community groups, etc. on infant and child development 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Diversity	<ul style="list-style-type: none"> • Applies understanding of diversity to communicate effectively, establish positive relationships with a diverse population of <i>Early On</i> families, and demonstrate respect for the uniqueness of each family's culture • Assists LICCs to be sensitive to diversity 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Adult learning	<ul style="list-style-type: none"> • Works with assigned LICCs to identify and define training needs 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Training strategies & methods	<ul style="list-style-type: none"> • Coordinates educational/training activities aimed at enhancing the capability of the <i>Early On</i> community • If involved in the design and development of workshops, demonstrates knowledge of principles of adult learning and training methods 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Early On[®] Coordinator**

Assessment For: **Technical Expertise**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the “As Demonstrated By” descriptions.
2. Then select the “Level of Growth Opportunity” that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Strategic planning & implementation	<ul style="list-style-type: none">• Helps ensure that the LICC develops goals and plans reflective of their area’s needs and strengths• Guides the LICC in implementing the local service area plan	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Quality assurance procedures	<ul style="list-style-type: none">• Assists the lead agency in ensuring local system compliance with all applicable quality standards and regulations• Helps the LICC in identifying and acting on opportunities for local system improvement	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Budgeting fundamentals	<ul style="list-style-type: none">• Assists the LICC in developing, preparing, and monitoring the local service area budget	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Grant writing & reporting	<ul style="list-style-type: none">• Assists the LICC in developing and submitting local service area grant applications• Analyzes information for and prepares the LICC’s grant-related reports	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Early On[®] Coordinator**

Assessment For: **Policy, Rules & Regulations**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the “As Demonstrated By” descriptions.
2. Then select the “Level of Growth Opportunity” that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Part C regulation & practice	<ul style="list-style-type: none">• Keeps the LICC currently informed of the provisions and requirements of Part C of IDEA and other federal, state and local laws affecting families of children with special needs• Coordinates/collaborates on awareness activities to help families, colleagues, agencies, the public and others remain informed of the provisions and requirements of Part C and other laws affecting families of children with special needs	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Other policy & regulation	<ul style="list-style-type: none">• Assists the LICC to work within the letter and spirit of all Part C and other applicable policy and regulations (from other government/funding agencies, <i>Early On</i>, etc.)• Ensures procedural safeguards are preserved and maintained	
Employer rules	<ul style="list-style-type: none">• Personally works within the employer’s policies and practices	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Early On[®] Coordinator**

Assessment For: **Systems Expertise**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the “As Demonstrated By” descriptions.
2. Then select the “Level of Growth Opportunity” that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth	
Local & state human service systems	<ul style="list-style-type: none"> • Coordinates and collaborates on public awareness activities regarding <i>Early On</i>, existing human service agencies (Family Independence Agency, Department of Education, Community Mental Health, etc.), and local community resources (e.g., churches, food banks, day care centers, family members, friends, other families) • Speaks knowledgeably about <i>Early On</i> and local service delivery systems and resources at workshops, conferences, and meetings • Uses knowledge of the various systems to promote collaborative family-centered, strength-based practice • Uses understanding of <i>Early On</i> to identify and communicate opportunities for state-level system improvement • Applies knowledge of <i>Early On</i> and the local service delivery systems and resources to help ensure appropriate representation on the LICC 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth	
Local service delivery systems & resources			
Early On[®] Michigan systems			
Role/expectations	<ul style="list-style-type: none"> • Meets the expectations for one’s role within the employing organization 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth	

Position: **Early On[®] Coordinator**

Assessment For: **Working With Others**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the “As Demonstrated By” descriptions.
2. Then select the “Level of Growth Opportunity” that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Building & maintaining relationships	<ul style="list-style-type: none"> • Builds and maintains effective interpersonal relationships with families, LICC members, other early childhood/early intervention initiatives, service providers, funding agencies, and others in the <i>Early On</i> community by: <ul style="list-style-type: none"> ○ Seeking opportunities to establish relationships ○ Maintaining regular communications ○ Following through consistently on assigned tasks and promises 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Collaborating	<ul style="list-style-type: none"> • Actively works as a partner/team member with family members, colleagues, and other early childhood/early intervention initiatives to meet the needs of families • Encourages and fosters parent involvement/voice at every level of <i>Early On</i> • Contributes actively for the good of the team • Lets go of personal goals/agendas when they interfere with team initiatives • Encourages and fosters effective teamwork within the LICC 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Building teams		
Resolving conflict	<ul style="list-style-type: none"> • Deals with families & colleagues in a tactful and understanding manner • Works constructively with others to find “win-win” solutions to conflicts and to improve families’ ability to resolve conflicts themselves 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Early On[®] Coordinator**

Assessment For: **Communicating**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the "As Demonstrated By" descriptions.
2. Then select the "Level of Growth Opportunity" that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Communicating orally & in writing	<ul style="list-style-type: none">• Provides information to people at their level of understanding• Communicates honestly, sensitively, and empathetically with all• Demonstrates clarity, focus, accuracy, and diplomacy when speaking at workshops, meetings, conferences• Writes clearly, concisely, and with the appropriate style (business, conversational, etc.) in creating correspondence, training and meeting materials, grant applications, and reports• Appropriately uses and interprets non-verbal behavior	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Listening	<ul style="list-style-type: none">• Pays attention when others are speaking• Lets others finish speaking before jumping in with own position• Asks questions to understand other's statements and positions• Clarifies and repeats back others' statements to ensure understanding	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Facilitating groups	<ul style="list-style-type: none">• When leading formal and informal teams, guides discussions and assists the group in maintaining focus	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Early On[®] Coordinator**

Assessment For: **Thinking**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the “As Demonstrated By” descriptions.
2. Then select the “Level of Growth Opportunity” that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Systems thinking	<ul style="list-style-type: none">• Sees the “big picture” and interactions of various factors when analyzing situations	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Thinking creatively	<ul style="list-style-type: none">• Generates new insights and workable solutions to issues related to effective, family-centered, strength-based practice• Maintains a fresh perspective on issues• Promotes and encourages innovation among local system staff	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Solving problems	<ul style="list-style-type: none">• Uses listening skills to understand issues and problems• Determines the root cause of problems effectively and timely• Identifies several possible solutions to problems; selects the best solution	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Exercising sound judgment	<ul style="list-style-type: none">• Evaluates alternatives prior to making decisions• Balances available information and own expertise in making decisions	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Early On[®] Coordinator**

Assessment For: **Administration**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the “As Demonstrated By” descriptions.
2. Then select the “Level of Growth Opportunity” that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Planning & organizing	<ul style="list-style-type: none">• Sets well-defined work project goals and assists the LICC in identifying and prioritizing goals• Defines, creates a sequence for, and prioritizes tasks (such as the coordination of orientation and training) that support individual and LICC goal achievement• Employs effective systems for tracking progress and assuring follow up• Effectively organizes working papers and important materials	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Multi-tasking	<ul style="list-style-type: none">• Completes several tasks within the same time period, switching effectively from one task to another as the priorities and issues dictate	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Early On[®] Coordinator**

Assessment For: **Essential Characteristics (Page 1 of 2)**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the “As Demonstrated By” descriptions.
2. Then select the “Level of Growth Opportunity” that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Vision, passion & commitment	<ul style="list-style-type: none"> • Communicates own belief in the mission and vision of <i>Early On</i> • Uses the Early On mission and vision as the starting point for identifying opportunities for system improvement and change • Seeks opportunities to learn and grow 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Initiative & self-sufficiency	<ul style="list-style-type: none"> • Steps forward to identify and address issues, even very difficult ones • Fosters a willingness among local system staff and partners to undertake activities/address issues without being told 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Empathy & compassion	<ul style="list-style-type: none"> • Demonstrates understanding of the feelings of others • Works to alleviate others' painful situations 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Credibility	<ul style="list-style-type: none"> • Builds trust with others through honesty • Demonstrates consistency between words and actions • Acts as a role model for straightforward, aboveboard conduct 	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Early On[®] Coordinator**

Assessment For: **Essential Characteristics (Page 2 of 2)**

Completed for:

Area of Expertise	As Demonstrated by	Opportunity for Growth
Risk tolerance	<ul style="list-style-type: none">• Has the courage to advocate a point of view not given full consideration by others or make a difficult decision• Encourages others to take risks and to learn from the experience	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Resilience	<ul style="list-style-type: none">• Remains composed during times of stress• Views mistakes as learning experiences rather than as disappointments• Sees and communicates the humor in situations, even very difficult ones	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Adaptability	<ul style="list-style-type: none">• Embraces change• Shifts strategies without distress	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth