

## Texas Adult Education Administrator Credential

### The Administrator Credential Content Framework

<b>Domain</b>	<b>Range of Competencies</b>
I. Program Development	01–04
II. Program Management	05–10
III. Program Accountability	11–14

# CONTENT FRAMEWORK

## THE ADMINISTRATOR CREDENTIAL

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### Domain I Program Development

#### Topics Addressed:

##### **Community Relations and Organizational Culture:**

The administrator understands the importance of community relations in the development of Adult Education Programs. The administrator further advances development of the Adult Education Program through marketing in order to increase program awareness and enrollment. The administrator facilitates a supportive organizational culture and demonstrates an awareness of the current Adult Education political climate.

### Domain II Program Management

#### Topics Addressed:

##### **Human Resource Management, Finance, and Curriculum and Instruction:**

The administrator understands the importance of effective program management for the successful administration of Adult Education Programs. The administrator demonstrates an understanding of the importance of managing human resources and provides professional development opportunities supportive of staff and the objectives of the program. The administrator acquires and ethically administers program funds. The administrator possesses knowledge of the program curriculum and the Principles of Adult Education and uses this knowledge to inform programmatic decisions.

### Domain III Program Accountability

#### Topics Addressed:

##### **Operational Accountability and Student Achievement:**

The administrator understands the importance of program accountability and assumes responsibility for meeting performance objectives. The administrator complies with federal, state and local entity fiscal and student performance outcome requirements. The administrator establishes clearly defined program and performance objectives and uses student performance data to make programmatic decisions.

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#### DOMAIN I—PROGRAM DEVELOPMENT

##### Competency 01

**The administrator understands the community in which their program operates.**

The administrator:

- Understands the demographics of the community.
- Uses assessment to determine the adult education wants and needs of the community.
- Uses partnerships and collaboration to strengthen the program within the community.
- Uses Board and Advisory Committees to strengthen the program within the community and to make programmatic decisions.
- Identifies individuals and organizations within the community who are allies of the program.
- Identifies additional resources within the community that may be used to strengthen the program.

##### Competency 02

**The administrator understands and uses the concepts related to marketing and recruitment in order to increase participation and strengthen the program within the community.**

The administrator:

- Cultivates relationships between the program and allies within the community.
- Uses local resources available within the community in order to market the program.
- Understands and implements a plan for marketing the program within the community.
- Understands and uses a variety of techniques for recruiting program participants.
- Uses community demographics to inform decisions related to marketing and recruitment.

**Competency 03**

**The administrator understands the current adult education political climate at the federal, state, and local community levels and uses this knowledge to establish the organizational culture of the program.**

The administrator:

- Understands the current political issues related to adult education at the federal level.
- Understands the current political issues related to adult education at the state level.
- Understands the current political issues related to adult education at the local community level.
- Uses knowledge of political issues to make decisions about current and future program needs.

**Competency 04**

**The administrator understands the importance of transparency in all programmatic functions and uses clearly defined written guidelines.**

The administrator:

- Uses clearly defined written rules, processes, and procedures for all programmatic functions.
- Uses clearly defined written rules, processes, and procedures for working in a supervisory capacity with adult learners.
- Uses vision, mission and/or purpose statements to articulate the work and objectives of the program.

**DOMAIN II—PROGRAM MANAGEMENT****Competency 05**

**The administrator understands the importance of and uses effective personnel management practices.**

The administrator:

- Understands and uses appropriate recruitment and hiring practices.
- Understands and uses appropriate disciplinary and termination practices.
- Uses standardized appraisal processes to evaluate personnel performance.
- Understands how to document personnel actions.
- Collaborates with the human resource department to manage personnel issues.
- Understands EEO and labor laws
- Uses required supportive technology such as TEAMS for managing personnel
- Understands issues related to the recruitment and retention of personnel

**Competency 06**

**The administrator understands current professional development requirements and provides appropriate professional development opportunities to meet the needs of teachers and other program personnel.**

The administrator:

- Understands current state professional development requirements.
- Uses needs assessment to determine the professional development needs of program personnel.
- Understands the impact of teaching on student achievement and uses student performance data to identify professional development needs.
- Facilitates an organizational culture that is supportive of learners.
- Understands and uses mentoring as a tool for professional development and personnel retention.

**Competency 07**

**The administrator understands the complex nature of grants and funding as they relate to the administration of adult education programs.**

The administrator:

- Identifies funding sources for adult education programs.
- Understands the process for researching and writing grants.
- Uses partnerships and collaboration to secure funding.
- Understands and uses the E-Grants system for the submission of grant applications.
- Possesses knowledge of federal regulations and uses resources such as the Financial Accountability System Resource (FAR) Manual.
- Possesses knowledge of state regulations and uses resources such as the Administrators Handbook.
- Understands that the source of funding may set limitations on how funds may be used.
- Understands the funding and fiscal cycle associated with each source of funding.

**Competency 08**

**The administrator understands the budgeting process and oversees the administration of program related funds.**

The administrator:

- Develops and administers budgets for the adult education program.
- Uses needs assessment to inform decisions made during the budget development process.
- Understands how to administer a budget.
- Uses a variety of processes and tools to provide budget oversight.
- Collaborates with the appropriate Business or Financial Office.
- Understands the financial systems, structures, and safeguards put in place by the local entity.
- Understands the funding and fiscal cycle of the local entity.

**Competency 09**

**The administrator understands the Principles of Adult Education and applies these principles to the administration of adult education programs.**

The administrator:

- Understands the nature of the adult learner.
- Possesses a basic knowledge of the history of adult education.
- Recognizes the characteristics of the adult learner.
- Understands how adults learn.
- Acknowledges barriers experienced by the adult learner.
- Understands how motivation affects the adult learner.

**Competency 10**

**The administrator possesses a basic understanding of the curriculum taught in the adult education program as well as the content required for the Teacher Credential.**

The administrator:

- Possesses a basic understanding of the teacher credential core content areas.
- Possesses a basic understanding of the curriculum taught in the adult education program.

**DOMAIN III—PROGRAM ACCOUNTABILITY****Competency 11**

**The administrator understands the responsibilities associated with fiscal accountability.**

The administrator:

- Complies with applicable federal regulations for the appropriate use of funds.
- Complies with applicable state regulations for the appropriate use of funds.
- Complies with applicable local entity regulations for the appropriate use of funds.
- Understands the federal fiscal reporting requirements.
- Understands the state fiscal reporting requirements.
- Understands the local entity fiscal reporting requirements.

**Competency 12**

**The administrator understands the responsibility associated with meeting program objectives.**

The administrator:

- Establishes clearly stated program objectives.
- Uses data and formative assessment to inform programmatic decisions.
- Understands program evaluation processes.
- Uses data to evaluate the effectiveness of program objectives.

**Competency 13**

**The administrator understands issues related to student retention and facilitates an environment supportive of student achievement.**

The administrator:

- Recognizes the barriers experienced by the adult learner.
- Understands the relationship between the adult learner and motivation.
- Uses a variety of resources to retain adult learners.

**Competency 14**

**The administrator understands the importance of formative assessment and uses performance data to increase student achievement.**

The administrator:

- Complies with federal data collection and reporting requirements.
- Complies with state data collection and reporting requirements.
- Complies with local entity data collection and reporting requirements.
- Understands the federal requirements for student performance outcomes.
- Understands the state requirements for student performance outcomes.
- Understands the local entity requirements for student performance outcomes.
- Uses student performance data to inform programmatic, curriculum and instructional decisions.

