

# Philadelphia Out-of-School Time Staff Competencies and Content Areas July 2014

## **1. COMPETENCY AREA: ACTIVITIES, CONTENT, AND CURRICULUM**

- A. Competency:** Understands and integrates specific topics such as the arts, science, literacy, and sports
- B. Competency:** Understands and implements specific strategies such as homework help, service learning and project-based learning

### **Content Areas**

- a. Academic Enrichment and Homework Help
- b. Art, Music, Media, and Drama
- c. Civic Engagement and Service-Learning
- d. Drop-Out Prevention and College Preparation
- e. Literacy
- f. Project-Based Learning
- g. Science, Technology, Engineering, and Math (STEM)
- h. Sports and Recreation
- i. Summer Programming
- j. Workforce Development

## **2. COMPETENCY AREA: CHILD AND ADOLESCENT DEVELOPMENT AND EMPOWERMENT**

- A. Competency:** Understands child development and developmental stages, and applies this knowledge to programs and participants
- B. Competency:** Understands teenagers, adolescents and positive youth development, and applies this knowledge to programs and participants
- C. Competency:** Recognizes the importance of youth leadership and empowerment, and provides climates and activities that cultivate these attributes

### **Content Areas**

- a. Adolescents and Youth Culture
- b. Child Development
- c. Personal Development and Life Skills
- d. Positive Youth Development
- e. Youth Leadership and Governance

## **3. COMPETENCY AREA: CARING RELATIONSHIPS AND BEHAVIOR GUIDANCE**

- A. Competency:** Recognizes the importance of caring relationships between adults and children and youth
- B. Competency:** Develops and maintains supportive and respectful relationships with program participants
- C. Competency:** Uses caring relationships to effectively guide and manage behavior

### **Content Areas**

- a. Behavior Guidance and Classroom Management
- b. Caring Relationships
- c. Mentoring

#### **4. COMPETENCY AREA: HEALTH, WELLNESS, SAFETY, AND NUTRITION**

- A. Competency:** Understands the importance of physical and emotional wellbeing among children and youth
- B. Competency:** Integrates strategies to address the physical and emotional growth of children and youth
- C. Competency:** Knows how, why, when and where to submit mandatory reports, as they relate to the wellbeing of children and youth
- D. Competency:** Maintains a physically safe and stimulating environment

##### **Content Areas**

- a. Indoor and Outdoor Environment
- b. Health, Fitness, and Nutrition
- c. Mandated Reporting
- d. Mental Health and Wellness
- e. Program Safety
- f. Sexual Health and Relationships
- g. Substance Abuse
- h. Trauma, Abuse, and Neglect
- i. Violence and Aggression

#### **5. COMPETENCY AREA: CULTURAL COMPETENCE AND INCLUSION**

- A. Competency:** Recognizes the importance of an inclusive and diverse environment
- B. Competency:** Recognizes multiple examples of diversity, such as race, gender, physical ability, and learning differences
- C. Competency:** Understands and applies strategies to embrace difference and diversity

##### **Content Areas:**

- a. Children in Poverty
- b. Cultural Competence
- c. English Language Learners
- d. Faith-Based Programming
- e. Gender Issues and Sensitivity
- f. Learning Differences
- g. Racial Issues and Sensitivity
- h. Sexual Identity

#### **6. COMPETENCY AREA: ENGAGING FAMILIES, SCHOOLS, AND COMMUNITIES**

- A. Competency:** Understands the importance of partnerships and collaboration
- B. Competency:** Uses strategies to connect and engage with families, schools, and communities

##### **Content Areas**

- a. Community Partnerships
- b. Connecting to Schools
- c. Parents, Parenting, and Families

#### **7. COMPETENCY AREA: PROFESSIONALISM AND PROFESSIONAL DEVELOPMENT**

- A. Competency:** Recognizes and accesses career pathways and aspirations
- B. Competency:** Understands the importance of and enhances professional appearance and conduct
- C. Competency:** Designs, implements, and evaluates effective professional development

### **Content Areas**

- a. Career Pathways and Advancement
- b. Professionalism
- c. Providing Professional Development

## **8. COMPETENCY AREA: RESEARCH, EVALUATION, AND QUALITY PROGRAMMING**

- A. Competency:** Understands the definitions, types, and importance of research and evaluation
- B. Competency:** Can effectively collect, manage, interpret, and disseminate data
- C. Competency:** Uses data, research, and evaluation to design quality programs and improve participant outcomes

### **Content Areas**

- a. Data Management and Dissemination
- b. Child and Youth Observation
- c. Outcomes Measurement
- d. Program Monitoring
- e. Promising Practices in Program Design
- f. Quality Improvement
- g. Research and Evaluation Resources

## **9. COMPETENCY AREA: PROGRAM MANAGEMENT AND ADMINISTRATION**

- A. Competency:** Understands the depth and breadth of the OST field
- B. Competency:** Understands the complexities of program administration, and effectively manages and sustains organizations and/or programs
- C. Competency:** Successfully supervises staff and volunteers
- D. Competency:** Understands and adheres to standards, regulations, and legal requirements
- E. Competency:** Understands and uses multiple forms of technology

### **Content Areas**

- a. Advocacy and Policy
- b. Budgeting and Fiscal Management
- c. Citywide and Statewide Systems
- d. Fundraising and Development
- e. Human Resources and Supervision
- f. Information Technology
- g. Marketing and Promotion
- h. Program Management and Administration
- i. Recruiting and Retaining Staff
- j. Recruiting and Retaining Youth
- k. Regulations and Licensing
- l. Understanding the OST Field
- m. Volunteers and Volunteer Management