



## NEA ESP Professional Growth Continuum Self-Assessment Guide

This template and guide is designed to help Education Support Professionals identify their individual professional growth needs while setting goals to reach mastery using the NEA ESP Professional Growth Continuum (PGC).

To utilize this self-assessment guide successfully it is important to first identify **where you want to go on your professional growth journey** and to know **why this growth is important to you**. We recommend you consider reflecting on these two factors and journaling your answers before continuing this assessment. As you begin Step 1 of this process, be prepared to record your *why statement* to use as your guiding principle for professional growth.

This guide works best when you schedule time into your workday to pursue experiences that will promote professional growth. This will provide documentation for you and evidence to others of your level of commitment to growth without adding additional time to your day and as an alternative to assigned professional development opportunities that may be offered from your employer. Make personal contact with other members of your local or state association that can support you and your efforts. Consider doing this together with a colleague. As you begin to use this tool, seek growth in one or two areas at a time; the ESP Universal Standards were not intended to be addressed all at once. Once you demonstrate all of the Indicators in a specific Level of Practice, within an identified Universal Standard, move on to the next Level of Practice or to a different Universal Standard.

### MEMBER INFORMATION

Name: \_\_\_\_\_

Email: \_\_\_\_\_

State Affiliate: \_\_\_\_\_

Local Affiliate: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date: \_\_\_\_\_

### ESP CAREER FAMILY

Clerical Services

Custodial and Maintenance Services

Food Services

Paraeducators

Health and Student Services

Security Services

Skilled Trades

Transportation Services

Technical Services

### LEVEL OF CURRENT EDUCATION WORK SITE

Pre-K or Elementary

Middle or Junior High School

High School

Post-Secondary/Higher Education

Central Office/Districtwide

## Step 1: Conduct an Initial Self-Assessment

*Goal: To familiarize yourself with the ESP PGC Universal Standards, self-assess where you believe you are on the Level of Practice, identify evidence that supports your assessment, and determine future growth goals.*

Through personal assessment, identify one area of professional growth you would like to concentrate on based on the ESP PGC Universal Standards below.

*Note: To review a detailed outline of ESP Universal Standards for your career family visit [www.nea.org/esppgc](http://www.nea.org/esppgc).*

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### WHY STATEMENT:

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### ESP UNIVERSAL STANDARD

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Cultural Competence | <input type="checkbox"/> Organization      |
| <input type="checkbox"/> Reporting     | <input type="checkbox"/> Ethics              | <input type="checkbox"/> Health and Safety |
| <input type="checkbox"/> Technology    | <input type="checkbox"/> Professionalism     |  |
- 

### SELECT YOUR LEVEL OF PRACTICE IN THIS AREA (*select one*)

Review the Indicators for each level of practice for your selected standard. Check the box that you feel best matches your **current** level of practice.

- |                                       |                                     |   |
|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Foundational | <input type="checkbox"/> Proficient | <input type="checkbox"/> Advanced/Mastery |
|---------------------------------------|-------------------------------------|---|
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Explain what factors you considered when identifying your current Level of Practice against the indicators.

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## Step 2: Establishing Your Growth Goal and Build a Plan

*Goal: Determine your individual growth goal through self-assessment and build a plan to accomplish the desired growth.*

Using your selected Universal Standard as your guide, develop and explain your growth goal. Before taking any action steps, think through why this is important to you and what will help you reach your goal. This will help ensure your actions are aligned with your goals.

Consider the following guiding questions as you begin to establish your growth goal.

- Which Universal Standard will you target for development?
- Why is this area of growth (standard) meaningful?
- Where do you **currently** fall along the Level of Practice (e.g. Foundational, Proficient, or Advanced/Mastery)?
- What Level of Practice are you working toward?
- How does the identified area of growth align with your values? How might you use your growth to serve as a role model, mentor, or leader in your career and association?
- How will your growth impact the needs of students, colleagues, your school/district, worksite or campus, and your community?

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What is your professional growth goal? Be sure to specify the area of focus (i.e. the standard) and identify Indicators you need to demonstrate to complete your next Level of Practice successfully. (If you have selected Advanced/Mastery Level of Practice, identify Indicators you will demonstrate to confirm you have successfully completed this level.)

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What knowledge or skills are needed to move from your current Level of Practice? Scan for resources available at the local, state, and/or national level to help build your knowledge and skills. List these resources and the time needed to demonstrate progression and/or completion of the next Level of Practice.

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What other supports should you secure to be successful? (Ex. What type of support or training will you need from your association?)

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### **Step 3: Working Toward Your Growth Goal**

*Goal: Review progress toward your professional growth goal. If necessary, make adjustments.*

It is likely that your professional growth journey will bring challenges and opportunities, causing you to modify your plans. Using the PGC as a guide, keep track of how you are working toward your identified professional growth area(s). This reflection will not only clarify the growth you are making for your own needs, but it will also help you articulate your learning to others.



What professional learning are you engaged in currently locally, statewide and/or nationally? Is it independent learning or are you working with colleagues? Are you gaining the needed knowledge and skills to meet your growth goal?

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Do you need different or additional resources to help you work towards your goal? Think again of resources currently available to you locally, statewide and nationally.

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Describe 1-2 milestone(s) that will indicate you are making progress toward each identified professional growth area.

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### Step 4: Conduct a Post Self-Assessment

*Goal: Develop the habit of reflection to measure impact and growth and determine future actions.*

**Reflect, Recognize, and Redirect**

The post self-assessment is a reflection **by you, for you**. This is your opportunity to articulate how your self-directed learning and growth have impacted you as a professional. After completing the activities listed in your plan, complete the self-assessment again to determine your level of growth. Take the time to celebrate milestones, be prepared to measure growth and look for opportunities to strength your professional skills.

As you reach milestones, consider using the chart below to measure and set new goals.

<b>Universal Standard:</b>	
<b>New Level of Practice:</b>	
<b>In the rows below, list each new indicator for the new Level of Practice you have reached.</b>	<b>Use the following prompts to reflect on each new indicator for your new Level of Practice:</b> <ul style="list-style-type: none"><li>• What evidence supports that you have moved to this level?</li><li>• What have you noticed about yourself?</li><li>• What have you noticed about your influence on others?</li><li>• What do you want to keep doing?</li><li>• What might you want to do next?</li><li>• How might you use this new skill to enhance your leadership in your career and/or association?</li></ul>

<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	

\*The ESP Professional Growth Continuum defines eight Universal Standards of professionalism that apply to all Education Support Professionals. Professional growth is essential to leadership growth in your profession. To further strengthen your leadership skills, visit [www.nea.org/leadershipdevelopment](http://www.nea.org/leadershipdevelopment) to learn about NEA's [Leadership Competencies](#).