Core Competencies of a Sierra College Employee

Communication and Collaboration

Sierra College employees will communicate and collaborate with others in a culturally inclusive and respectful manner where everyone's input and perspectives are heard and valued.

Outcomes

- Recognize different communication styles and how best to connect with others.
- Engage in trauma-informed practices.
- Use active listening, emotional intelligence, empathy, and mindfulness strategies when communicating with others.
- Utilize the interest-based approach to reach consensus.
- Employ effective strategies to resolve conflict.

Equity and Inclusion

Sierra College employees will support and engage in equity practices that create an environment of inclusion. Employees will interact with individuals and within an environment that is characterized by acceptance, valuing, respect, and support.

Outcomes

- Create a climate of inclusion that supports an environment of respect, empathy, understanding, and appreciation of individual and group differences.
- Implement workplace practices that reflect an equity mindset.
- Understand biases and their negative impact on student success and the workplace environment.
- Mentor and model inclusive behavior to retain and recruit a diverse workforce.
- Use diverse perspectives to arrive at innovative workplace solutions.

Self-Reflection and Self-Development

Sierra College employees will stay current and continually improve their mastery of the skills necessary to be effective in their positions.

Outcomes

- Engage in research to improve job performance.
- Utilize data to identify areas of success and professional growth.
- Stay current with the technological tools required in their position.
- Collaborate with peers both in and out of their areas to improve job effectiveness.
- Have an awareness of wellness resources.

Core Competencies of a Sierra College Classified Professional

Customer Service
Sierra College classified professionals will support and engage in an environment of quality customer service.

Outcomes
- Use positive communication to support a respectful and productive environment.
- Employ effective customer service techniques to create an inclusive workplace.
- Use conflict resolution techniques to effectively deal with problematic situations.

Leadership
Sierra College classified professionals will practice and promote an environment of collective leadership in their jobs and on campus.

Outcomes
- Increase organizational knowledge of college processes and participate in governance and/or committee work.
- Improve skills in problem solving, teambuilding, project management, and time management techniques to increase leadership effectiveness.
- Be empowered to effectively and confidently provide and encourage valuable input to colleagues.
- Understand the elements of group dynamics in order to facilitate effective leadership.

Self-Reflection and Self-Development
Sierra College classified professionals will stay current and continually improve their mastery of the skills necessary to be effective in their positions.

Outcomes
- Maintain compliance with mandated trainings required for their job and work site.
- Maintain and practice cybersecurity.
- Be proficient with technologies that increase productivity and improve effectiveness.
- Use time management techniques to maximize performance.

Core Competencies of Sierra College Faculty

Course Design and Curriculum
Sierra College faculty will design and implement inclusive, equitable, and learner-centered environments and activities for the diverse body of Sierra College students. Diversity includes but is not limited to race, religious creed, color, national origin, ancestry, physical disability, mental disability, learning disability, psychological or emotional disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and military or veteran status. An atmosphere of inclusion and cultural humility will be promoted in all learning environments.

Outcomes
- Apply effective practices in andragogy, pedagogy, and educational theory to course design.
- Engage in action and/or traditional research in the scholarship of teaching and learning in order to improve job performance.
- Create and utilize diverse materials and activities that are intentionally designed to produce equitable outcomes.
- Distinguish elements of appropriate, quality, and rigorous curricula that meet Title V standards and align with the mission, vision and core values of the college.
- Design culturally-responsive learning environments that meet the needs of and engage students and that adhere to the COR (Course Outline of Record).

Technology and Accessibility
Sierra College faculty will effectively utilize educational technology and the technological tools and resources relevant in all learning environments.

Outcomes
- Remain current with educational technology, tools, and resources.
- Create engaging and inclusive online environments.
- Utilize the institution's learning management system in ways that support student success.
- Ensure accessibility of all content in alignment with federal law and Sierra College standards while engaging students in learning experiences that support their individual strengths and needs.

Assessment

Sierra College faculty will ensure learning through consistent, timely, and equity-minded assessments.

Outcomes

- Create equity-minded formative and summative assessments and rubrics using standards of best practices (e.g. using the backward design model).
- Utilize evidence of student learning to identify areas of success and opportunities for professional growth.
- Utilize qualitative and quantitative data to consistently engage in self-assessment, reflection, and training to improve student success for disproportionately impacted groups.
- Write equitable, clear, and measurable course and program outcomes using standards of best practices.

21st Century Skills

Sierra College faculty will connect learning in the classroom to 21st century skills necessary for college and career success, helping to facilitate students' development and growth. These learning, literacy, and life skills will increase student engagement and success both in and out of the classroom.

Outcomes

- Implement culturally responsive practices that create an inclusive learning environment that recognizes, respects, and affirms individual and group differences.
- Facilitate learning experiences that encourage civil discourse and critical thinking about diverse perspectives, assumptions, and viewpoints.
- Employ engaging strategies, including cooperative/collaborative learning, that address the affective domain and promote active learning, independent learning, critical thinking, metacognition, 21st century skills, and a growth mindset.
- Access, and assist students in accessing, digital tools and campus resources to maintain student contact and provide necessary support and interventions (Canvas, Sierra Connect, email, Sierra College website, Student Services offices, tutoring, food pantry, etc.).
- Use Guided Pathways principles to assist students in making informed academic decisions and guide students in developing academic behaviors for college success and lifelong learning (e.g. time- and self-management, study strategies, interdependence, self-awareness and self-motivation, growth mindset, personal responsibility).

Core Competencies of a Sierra College Manager

Communication and Collaboration
Sierra College managers will communicate and collaborate with others in a culturally inclusive and respectful manner that supports employees' professional growth.

Outcomes
- Have the ability to understand and facilitate an environment that addresses the needs of multi-generational employees.
- Employ active listening techniques in order to support employees and foster a collaborative work environment.
- Establish clear expectations and provide effective and timely performance feedback.
- Collaborate with employees to support advancement towards the college's shared vision of success.

Equity and Inclusion
Sierra College managers will understand and advance equity and inclusion practices in order to facilitate and cultivate an equity framework within the work environment.

Outcomes
- Actively cultivate a work environment that recognizes and appreciates differences.
- Promote professional development opportunities that unpack and equip employees with equity-related knowledge, skills, and abilities.
- Recruit and hire individuals from historically underrepresented populations.
- Retain, advance, and mentor employees from historically underrepresented, underserved, or marginalized populations.
- Create a climate of inquiry to address inequities within the manager's assigned area.
- Actively cultivate brave spaces whereby employees feel empowered to identify and propose options to remove barriers to equitable practices.

Leadership
Sierra College managers will provide pro-active and intentional leadership that inspires individuals to reach their full potential.

Outcomes
- Encourage and empower employees to be innovative.
- Understand and facilitate employees' career development needs and aspirations.
- Understand and apply principles of strengths-based leadership.
- Engage in self-reflection to overcome barriers and identify opportunities to sustain a successful work environment.
- Understand different leadership approaches and which is appropriate depending on the work situation.

- Identify stressors that can adversely affect the work environment.

Organizational Commitment

Sierra College managers will foster an equitable organizational culture and advocate for changes to improve employee satisfaction and retention and student success.

Outcomes

- Understand and navigate the impacts of change on employees and the work environment.
- Research best practices in order to recommend changes to maximize the effectiveness of departments, divisions, and the college.
- Understand how to participate in the college's participatory governance process.
- Identify, understand, and address the different needs of the college's multiple campuses.
- Create a climate of inquiry to address systemic educational and employment inequities within the District.
- Make data-informed decisions.
- Develop, guide, and articulate a shared vision for success.