

# Skill Builder™

A comprehensive tool to enable district-wide, competency-based human capital management

Competencies are the knowledge, skills and behaviors that drive educator performance. By identifying the competencies most critical to each job, districts can focus their human resources and professional development (PD) efforts on improving district-wide performance.

Skill Builder – the foundation of SchoolNet’s data-driven Human Capital Management solution – provides tools districts need to easily implement and monitor an effective competency-based program to recruit, develop and retain educators, administrators and district staff.

With Skill Builder, districts can define competencies for all employees. And administrators can instantly identify developmental and recruiting needs with at-a-glance views of employee performance. At the same time, staff can complete self-assessments to measure their own competencies – so they can identify and pursue areas for needed or desired professional development. (over)



## Key Features and Benefits

### Administrators can:

- Improve employee performance by aligning human resource strategies to best-practice competency models and district-specific competencies
- Identify best-fit candidates for job openings and leadership development programs by searching employee qualifications and competencies
- Increase necessary skills with targeted PD opportunities

### Employees can:

- Take an active role in their development by monitoring their performance in specific competencies – and determining areas of growth aligned with district objectives
- Gain increased visibility into expected competencies and proficiency levels for their current positions
- Track and measure their growth over time and view evidence of their gains in specific skills, knowledge and behaviors

## Technical Specifications

### SchoolNet's Web-enabled, zero footprint applications are designed to industry standards:

- Open and interoperable
- Microsoft® .Net Framework
- Microsoft® Internet Explorer 6.0 and higher, Apple Safari 1.3 and higher, or Mozilla Firefox 1.0 and higher
- Microsoft® SQL Server 2005

**Complete Competency Inventory: Assistant Principal**  
Competency Group: Teaching and Learning  
Competency Group: 1.1. Curriculum and Instruction

Novice	Proficient	Competency Indicators
1.1 a Knows the processes to audit, monitor, and evaluate curriculum	1.1 a Develops a process to audit, monitor, evaluate and review curriculum	1.1 a Refines a process to audit, monitor, evaluate and review curriculum
1.1 b Understands the design and purpose of curriculum maps and pacing guides that are aligned with Program of Studies, performance standards, and core content.	1.1 b Utilize curriculum maps and pacing guides that are aligned with Program of Studies, performance standards, and Core Content for Assessment	1.1 b Refine the use of curriculum maps and pacing guides that are aligned with Program of Studies, performance standards, and core content

My proficiency\*

Describe Evidence of proficiency

Attach evidence:

The Complete Competency Inventory enables self assessment for current or desired positions.

**Reports: District Core Competency Scorecard**  
Central City District School Board

Competency	Building Community Relations	Continuous Learning	Integrity	Respecting Diversity
	Not Proficient	Not Proficient	Proficient	Proficient

Competency	Proficient	Not Proficient	Not Assessed
Building Community Relations	31%	57%	12%
Continuous Learning	29%	59%	12%
Integrity	77%	11%	12%
Respecting Diversity	78%	8%	12%

The District Core Competency score allows district administrators to monitor competency proficiency across the district.

**Gap Analysis: Amanda Jones**

The chart below displays the results of your competency inventory. Click the bar showing your proficiency level to view the indicators for that competency.  
Click a competency to view related PD activities.

Competency	Current Level	Target Level
Curriculum & Instruction	2.75	4.0
Monitoring & Assessment	3.75	4.0
Culture & Community	4.0	4.0
Effective & Ethical Operations	3.5	4.0
Organizational Planning	2.0	4.0

Level: 1 2 3 4 5 6 7 8

Your current level   
Target level for position

The Gap Analysis is used to analyze individual skill gaps and locate related PD activities.