

Montgomery Community College Competencies

Competencies are defined as the **skills, knowledge, abilities,** and **behaviors** that enable employees to perform their roles successfully while advancing and supporting the college's mission, vision, and values.

Core Competencies: CARES (STAFF will use these)

Core competencies are the essential skills, behaviors, and attributes that **every employee in an organization is expected to demonstrate, regardless of role.** They represent the foundation for how work gets done and how employees support the mission and values.

- **Collaboration – Works cooperatively to achieve shared goals.**
 - Builds positive relationships with colleagues, students, and community partners.
 - Shares information and resources openly with stakeholders.
 - Consistently contributes ideas that aid in problem-solving.

- **Accessibility – Provides clear, user-friendly support and services.**
 - Communicates effectively in ways that are clear, concise, accessible, and timely.
 - Adapts services to meet the diverse needs of stakeholders.
 - Uses technology to improve access to learning and resources.

- **Respect – Demonstrates professionalism, fairness, and inclusivity.**
 - Listens actively and values others' perspectives.
 - Treats individuals with courtesy and dignity.
 - Resolves conflict constructively and maintains professionalism.

- **Excellence – Strives for continuous improvement and innovation.**
 - Views change as an opportunity to grow our institution and ourselves.
 - Seeks out and applies best practices.
 - Holds self and others accountable for assessment results and actively participates in improvement activities in response to those results.
 - Demonstrates pride in the College's mission.

- **Scholarship – Commits to lifelong learning and knowledge-sharing.**
 - Engages in professional development.
 - Encourages curiosity, inquiry, and creativity.
 - Shares expertise to strengthen the College community.
 - Applies new knowledge and skills to improve teaching, service, or processes.

Instructional Competencies for Faculty

(Faculty will use these)

(Department Chairs will choose 1 of these and 1 from Supervisor List)

Instructional competencies for faculty are the essential **skills, knowledge, abilities, and behaviors** required to **create engaging, inclusive, and effective learning environments**. They include expertise in subject matter, the ability to design and deliver curriculum, the use of appropriate teaching strategies and technologies, the assessment of student learning, and the commitment to continuous improvement and professional development.

- **Instructional Design & Delivery**
 - Develops clear, engaging, and student-centered course materials.
 - Uses varied teaching methods (lecture, discussion, technology, experiential learning) to support diverse learning styles.
 - Aligns instruction with learning outcomes and program/division goals.
- **Classroom Management & Engagement**
 - Establishes a positive, respectful, and inclusive learning environment.
 - Promotes active student participation and critical thinking.
 - Manages classroom dynamics effectively, whether in-person or online.
- **Assessment & Feedback**
 - Designs fair and valid assessments aligned with course objectives and learning outcomes.
 - Provides timely, constructive feedback to improve student learning.
 - Uses assessment results to adapt instruction and support student progress.
- **Accessibility & Student Support**
 - Ensures course materials and instruction are accessible to all learners (including ADA compliance and Universal Design for Learning).
 - Demonstrates responsiveness to student questions, concerns, and academic needs.
 - Connects students with available support services (advising, tutoring, counseling).
- **Professionalism & Collegiality**
 - Demonstrates respect, collaboration, and integrity in interactions with students, colleagues, and partners.
 - Upholds academic and ethical standards.
 - Contributes to departmental and institutional initiatives and goals.
- **Continuous Improvement & Scholarship**
 - Engages in professional development to enhance teaching effectiveness.
 - Incorporates current research, technology, and best practices into instruction.
 - Shares knowledge with peers and contributes to a culture of lifelong learning.

Supervisor Competencies (Supervisors and Dept Chairs)

Leadership competencies are the essential capabilities leaders must demonstrate to **inspire, influence, and develop others; make sound decisions; manage change; build trust;** and advance the organization's mission, vision, and values.

- **Strategic Thinking & Vision**
 - Aligns department and team goals with the college's mission and strategic goals.
 - Anticipates trends, challenges, and opportunities to position the college for success.
 - Makes informed decisions that balance short-term needs with long-term goals.

- **Communication & Influence**
 - Communicates clearly, openly, and transparently with stakeholders.
 - Actively listens and adapts communication style to different audiences.
 - Builds credibility and trust through consistent, ethical leadership.

- **Collaboration & Relationship Building**
 - Creates an environment of teamwork and shared responsibility.
 - Builds partnerships across departments and with external stakeholders.
 - Values diverse perspectives and fosters inclusivity in decision-making.

- **People Development & Coaching**
 - Provides guidance, feedback, and mentoring to support employee growth.
 - Recognizes and leverages individual strengths to maximize team performance.
 - Encourages professional development and supports succession planning.

- **Accountability & Results Orientation**
 - Sets clear expectations and holds self and others accountable.
 - Uses data to drive decisions, monitor progress, and measure outcomes.
 - Follows through on commitments and ensures quality results.

- **Change Leadership & Innovation**
 - Leads teams through change with resilience and adaptability.
 - Promotes a culture of continuous improvement and innovation.
 - Encourages creative problem-solving and calculated risk-taking.

- **Integrity & Professionalism**
 - Demonstrates ethical behavior, fairness, and consistency in all actions.
 - Models respect, professionalism, and the core values of the college.
 - Builds trust by leading with honesty and authenticity