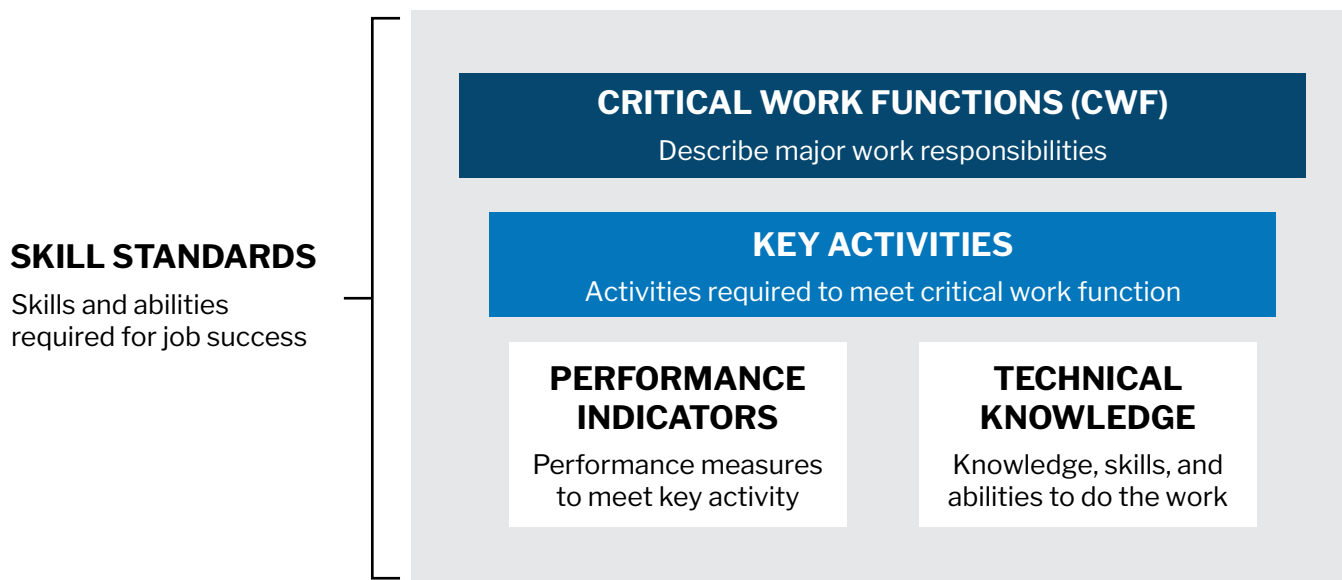


IT'S TIME TO RAISE YOUR STANDARDS!

Introducing the 2024 Skill Standards for Professional-Technical College Faculty

Washington's community and technical colleges use a shared set of skill standards that outline the knowledge, skills, and abilities instructors need to succeed in professional-technical programs. They were shaped by instructors, for instructors, and integrate a strong focus on equity and inclusion in current teaching practices.

Originally developed in 2000, refreshed in 2012, and overhauled in 2024, they reflect what high-quality teaching looks like today; provide clear, measurable expectations; and support professional growth at all levels. They also introduce levels of instructor proficiency: baseline, intermediate, and mastery; ten instructional themes, and delineate employability skills that align with the Perkins V framework.



There are eight critical work functions:

CWF A: Manage Learning Environments

CWF B: Develop Outcomes, Assessments, and Curricula

CWF C: Develop and Review Programs

CWF D: Provide Student Instruction

CWF E: Provide Support and Guidance to Students

CWF F: Perform Administrative and Program Management Functions

CWF G: Create and Maintain a Professional Environment

CWF H: Promote the Program and Collaborate with College Administration on Student Recruitment

Washington State law requires all professional-technical instructors to complete a professional development plan (PDP). As outlined in Washington Administrative Code, your PDP must align with the 2024 skill standards, engage your administrator for collaboration, and support your instructional, curricular, and classroom managerial growth. (<https://app.leg.wa.gov/WAC/default.aspx?cite=131.9>)

Using the Skill Standards to Create Your Professional Development Plan (PDP)

PDP Elements – What, How, When?

- **Description:** describe what you'll do to complete the activity
- **Method:** how will you accomplish it?
- **Due date:** by when?

PDP Requirements and Steps

These steps are offered as suggestions for utilizing the 2024 Skill Standards in the development of the Professional Development Plan. Faculty should consult with their leadership and follow local college policies.

- Assess your current skill level (baseline, intermediate, mastery) for each of the Key Activities (KA) under the eight Critical Work Functions (CWF).
- Identify at least one Key Activity from each of the required Critical Work Functions (A, B, and C).
 - Critical Work Function A: Manage Learning Environments
 - Critical Work Function B: Develop Outcomes, Assessments, and Curricula
 - Critical Work Function D: Provide Student Instruction
- Identify at least two additional performance outcomes and related activities from any of the eight Critical Work Functions.
- Identify the performance indicators and technical knowledge you will use to support that key activity.
- Utilize the information you gained from assessing your current level of proficiency: baseline, intermediate, mastery to create growth goals in your PDP.
- Determine how you will integrate the instructional themes into the classroom environment.

Example: Incorporating Critical Work Function A into a PDP

Key Activity A1 – Research, evaluate, and obtain required equipment, systems, tools, supplies, and/or other materials

Performance Indicator A1 – Adequate supplies and materials are maintained with a focus on overcoming barriers to entry, ensuring that all students have access to necessary resources

How will this be measured? What specific steps can I take to accomplish this?

What's my proficiency level – baseline, intermediate, mastery?

Technical Knowledge A1 – Knowledge of ergonomics, with an understanding of how ergonomic considerations can support diverse learning styles and provide equitable access

What factors can influence my selection of resources? What's my proficiency level?

Additional Resources

Visit the Skill Standards WA website for detailed guidance on incorporating Critical Work Functions A, B, and D into the classroom or jump directly to a resource using the links below:

Video 1: Critical Work Function A

Video 2: Critical Work Function B

Video 3: Critical Work Function D

Skill Standards Guided Tutorial Presentation

Access these resources and the skill standards at: www.skillstandardswa.org