

Illinois Director Credential (IDC) Oral & Written Communication Assessment (Levels I-III) Communication Skills Artifact Collection

IDC Competencies	OWC1: Design and disseminate effective external communication artifacts. OWC2: Demonstrate formal presentation skills in professional forums. OWC3: Develop and/or implement policies supportive of effective internal communications. OWC4: Demonstrate effective communication and collaboration skills that reflect visionary leadership and supporting others in developing as professionals. OWC5: Demonstrate advanced written communication skills.
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Assessment Guidelines

For this assessment, you will develop or provide artifacts which serve as evidence of your strong communication and collaboration skills and your ability to utilize these skills with a variety of audiences for varied purposes. Each of your artifacts are expected to demonstrate effective skills, knowledge of the field, and cultural competence. You are required to include one artifact from each category in the following list:

- Communication with families
 - Newsletters
 - Websites
 - Emails
 - social media
- Professional social media participation and curating
 - Facebook
 - Twitter
 - Instagram
 - Linked In
 - Blogs
 - Listservs
 - Pinterest etc.
- Dissemination of Professional Expertise
 - Professional presentations
 - Published articles, book chapters and books
 - Other contributions to professional literature (agency, grant, project reports, etc.)
- Program-based policies and procedures:
 - Conflict resolution policies
 - Policies supportive of positive staff communication and collaboration
- Staff development
 - Staff development opportunities, including staff meetings and training

- Individual staff mentoring plans

After choosing or developing your five artifacts, reflect on each by summarizing:

- The strengths of the artifact and any feedback received from the target audience
- The impact of the artifact and how the choice of communication type best served the audience
- How the artifact developed represented cultural competence
- How the communication could be improved, expanded for future use or used in other contexts

Assessment Rubric

IDC Oral & Written Communication Master Rubric					
Competency	Distinguished	Proficient	Needs Improvement	Unsatisfactory	Unable to Assess
OWC1: Design and disseminate effective external communication artifacts.	Consistently creates effective, substantive external communication artifacts and describes external communication dissemination processes to meet the varying needs of families and staff (online, hard copy, face-to-face)	Formal and informal business correspondence is accurate and well developed. Effective communication skills demonstrated with children and families who are culturally, linguistically, ethnically, socioeconomically, and abilities diverse.	Formal and informal business correspondence is accurate. Effective communication skills demonstrated with children and families.	Formal and informal business correspondence is inaccurate. Effective communication skills are not demonstrated with children and families.	
OWC2: Demonstrate formal presentation skills in professional forums.	Models formal presentation skills in a variety of professional forums and supports these skills in other ECE professionals	Exhibits formal presentation skills in a variety of professional forums.	Exhibits developing formal presentation skills in a variety of professional forums.	Exhibits inappropriate formal presentation skills.	
OWC3: Develop and/or implement policies supportive of effective internal communications.	Promotes and advocates policies supportive of exemplary internal communications	Constructs and/or establishes policies supportive of professional, honest, open communication.	Constructs and/or establishes communication policies.	Constructs and/or establishes ineffective communication policies.	
OWC4: Demonstrate effective communication and collaboration skills that reflect visionary leadership and supporting others in developing as professionals.	Advocates and promotes effective communication and collaboration skills that reflect visionary leadership and supporting others in developing as professionals.	Describes and models by example, effective communication and collaboration skills in one-on-one, small groups, and large groups that reflect sound leadership and support others.	Describes effective communication and collaboration skills.	Describes or implements ineffective communication skills and/or practices that diminish or hinder collaboration.	
OWC5: Demonstrate advanced written communication skills.	Written communication skills are an example in all mediums and forums	Written communication skills are well-developed and reflect the early childhood and school/age evidence-base.	Written communication skills reflect the early childhood and school/age evidence-base.	Written communication skills are poorly developed and do not reflect the early childhood and school/age evidence-base.	

Level I—Beige

Level II—Blue

Level III—Purple