

# Competency Reflection

Each statement below refers to behaviors or attributes you should demonstrate when interacting with children, families, or colleagues. Some of the competencies are directly observable during your typical workday. Other competencies may be assessed through conversations with your trainer, coach, or administrator. For each of the statements, select your current level of mastery. A similar version of this tool will be used by your trainer, coach, or administrator to guide their observation of your competencies in this content area.

**E**  
**Emerging**

You believe you need more information to understand or incorporate a particular competency into your practice

**D**  
**Developing**

You believe you have an understanding of the competency, and are working to properly apply it in your work

**M**  
**Mastered**

You believe you have fully mastered and consistently implement a particular competency

COMPETENCY		RATE: E/D/M	NOTES
<b>I</b>	<b>Direct Observation</b>		
A	Demonstrate professionalism in appearance, attitude and in communication with children, youth, families, and fellow staff members.		
B	Demonstrate professionalism in work ethic.		
C	Provide a variety of developmental experiences and activities for children and youth.		
D	Model developmentally appropriate expectations about children's and youths' behaviors.		
E	Actively prevents challenging behavior.		
F	Demonstrate an interest in children, youth, and families and make an effort to get to know them.		
G	Arrive at work on time, prepared, and communicate clearly with children, families, fellow staff members, and administrators.		
H	Maintain a positive outlook about situations and people.		
<b>II</b>	<b>Observation or Conversation</b>		
A	Model a strong knowledge base in the area of early care and education.		
B	Maintain professional interpersonal relationships with fellow staff members.		
C	Keep information about children, youth, families, and staff confidential and refer individuals who ask for confidential information about children, families, or fellow staff members to the program trainer, or administrator.		
D	Acknowledge and respect individual differences.		

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COMPETENCY		RATE: E/D/M	NOTES
II	Observation or Conversation		
E	Demonstrate an understanding of Service or program regulations, standards, and expectations for professional behavior.		
F	Consult with coach, trainer or administrator for guidance with difficult situations.		
G	View families as partners in their children's care and invite their input.		
H	Highlight children's and youths' successes and communicate their positive attributes to families.		
I	Plan experiences and activities free from negative assumptions.		
J	Celebrate the contributions of fellow staff members.		
K	Acknowledge the importance of self-care and practice self-awareness.		
L	Collaborate with fellow staff members on a daily basis.		

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## IV Concluding Reflections

Staff member's overall strengths in this area:

Mutually identified goals in this area:

Follow-up plans and training to support these goals: