

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
I	Direct Observation		
	A Has a positive attitude and demonstrates respect for people.		
	B Provides developmentally appropriate experiences and activities for children.		
	C Is open-minded and uses creative-thinking skills to address concerns and challenging situations.		
	D Arrives at work on time, prepared, and communicates respectfully and clearly with children, families, and colleagues.		
	E Demonstrates practices that are ethical, responsible, and developmentally appropriate and speaks out when they are not.		
II	Observation or Conversation		
	A Gets to know each child and learns about their background, culture, language, interests, skills, and needs.		
	B Knowledgeable about best practices in the field.		
	C Meets regularly with colleagues to plan and share observations about children in care.		
	D Uses feedback to improve practice with children.		
	E Invites families' input when planning and making decisions.		
	F Has a clear understanding of program's procedures, rules, and regulations.		
	G Asks clarifying questions and seeks guidance from trainer or coach with concerns about difficult situations.		

Competency Reflection

COMPETENCY		RATE: E/D/M	NOTES
II	Observation or Conversation		
H	Ensures curriculum goals are the basis for planning experiences and activities.		
I	Reviews curriculum goals with colleagues, trainers, and coaches.		
J	Seeks out colleagues with more experience for ideas and guidance.		
K	Collaborates with families as partners in their children's development and education.		
L	Meets regularly with families; shares observations with them, and listens to their hopes, dreams, and goals for their children.		
M	Understands the importance of inspections and their relationship to maintaining a safe and healthy environment for children.		
N	Helps new families transition to the program.		
O	Offers ideas to colleagues with less experience and who may need assistance.		
III	Environmental Evidence		
A	Keeps ongoing documentation about each child's growth, changing interests, and emerging needs.		
B	Plans bias-free experiences, offers bias-free materials, and uses bias-free assessments.		
C	Has systems in place to complete paperwork required to meet needs of licensing agencies.		

Competency Reflection

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: