

Family Child Care: Program Management Competency Reflection

Competency Reflection

Each statement below refers to behaviors or attributes you should demonstrate when interacting with children and families. Many 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 your work

M Mastered

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

COMPETENCY	REFLECTION			NOTES
I Direct Observation				
1 Have a positive attitude and demonstrate respect for people.	E	D	M	
2 Provide developmentally appropriate experiences and activities for children.	E	D	M	
3 Be open-minded and uses creative-thinking skills to address concerns and challenging situations.	E	D	M	
4 Be prepared each day and communicates respectfully and clearly with children and their families.	E	D	M	
5 Demonstrate practices that are ethical, responsible, and developmentally appropriate.	E	D	M	
II Observation or Conversation				
1 Get to know each child and learn about their background, culture, language, interests, skills, and needs.	E	D	M	
2 Understand and share about best practices in the field.	E	D	M	
3 Meet regularly with colleagues to plan and share observations about children in care.	E	D	M	
4 Use feedback to improve practice with children.	E	D	M	
5 Invite families' input when planning and making decisions.	E	D	M	
6 Share with parents the program's procedures, rules, and regulations.	E	D	M	

COMPETENCY	REFLECTION			NOTES
7 Ask clarifying questions and seek guidance from trainer or coach with concerns about difficult situations.	E	D	M	
8 Ensure curriculum goals are the basis for planning experiences and activities.	E	D	M	
9 Review and reassess curriculum goals regularly.	E	D	M	
10 Seek out professionals, coaches, or trainers with more experience for ideas and guidance.	E	D	M	
11 Collaborate with families as partners in their children's development and education.	E	D	M	
12 Meet regularly with families; share observations with them, and listen to their hopes, dreams, and goals for their children.	E	D	M	
13 Prepare for new family interviews with specific details about the program to help families make important decisions regarding family child care.	E	D	M	
14 Understand the importance of inspections and their relationship to maintaining a safe and healthy environment for children.	E	D	M	
15 Understand the importance of completing orientation to help new families transition into the program.	E	D	M	

III Environmental Evidence

1 Keep ongoing documentation about each child's growth, changing interests, and emerging needs.	E	D	M	
2 Plan bias-free experiences, offer bias-free materials, and use bias-free assessments.	E	D	M	
3 Have systems in place to complete paperwork required to meet needs of licensing agencies or family child care administrators.	E	D	M	

IV Concluding Reflections

My overall strengths in this area:

COMPETENCY

REFLECTION

NOTES

I want to strengthen my practice in:

My plans to achieve these goals: