OVERVIEW

Looking for ways to use the RBCs and enhance your professional practice? Use this tool to assess your progress in each competency and to identify areas for professional growth. The professional development assessment tool for **supervisors of teachers and child care providers** will support your family engagement efforts and enhance your professional knowledge, skills, and practices.



1. POSITIVE, GOAL-ORIENTED RELATIONSHIPS

Engages in mutually respectful, positive, goal-oriented partnerships with families to promote positive child and family outcomes

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge					
Understands effective relationship-building practices with parents, families, children, and professionals					
Understands the importance of cultures and languages when working with all children, families, and professionals					
Understands the specific competencies, goals, and processes for teachers and child care providers working with families in early childhood programs					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge, cont.					
Understands how reflection and being respectful of teachers and child care providers supports their respectful partnerships with families and other professionals (parallel process)					
Understands the importance of supporting the well-being of teachers and child care providers, including helping them identify support services (for example, physical health and mental health) if needed					
Knows professional ethical standards and how to share them with teachers and child care providers					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills					
Guides teachers and child care providers to enhance their ability to welcome and encourage families to participate in and observe all aspects of the educational and care services provided					
Offers trainings, learning activities, and other opportunities that support teachers' and child care providers' ability to plan and deliver learning activities and opportunities that support the family's goals for their child's learning and development					
Models the use of relationship- based competencies in working with other professionals through collaborative and respectful relationships (parallel process)					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills, cont.					
Uses active listening skills that demonstrate cultural sensitivity and openness to feedback from teachers and child care providers					
Uses reflective practices in coaching and supervision to support teachers' and child care providers' work, and their relationships with families					
Creates opportunities for staff to identify goals and develop professional practices, and follows up on progress regularly					
Guides teachers and child care providers as they build relationship-based competencies					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills, cont.					
Provides structured opportunities for teachers and child care providers to learn from individual families and other professionals to design and implement activities based on the family's goals					
Supervisory Practices					
Guides teachers and child care providers to welcome all families, promoting and valuing diversity across family structures, cultures, languages, perspectives, and values					
Offers coaching and training to teachers and child care providers about creating a welcoming environment— during enrollment and throughout participation in the program					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Supervisory Practices, cont.					
Helps teachers and child care providers contribute in meaningful ways to families' goals for themselves and their children					
Coaches teachers and child care providers in reflective listening and other communication skills that are culturally responsive					
Orients new teachers and child care providers to the philosophy, services, and organizational culture of the program that support positive, goal-oriented relationships					
Helps teachers and child care providers develop strong, positive, and effective relationships with families, including families experiencing crises					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Supervisory Practices, cont.					
Offers training for teachers and child care providers about the relationship-based competencies, including goal-setting and planning with families					
Leadership Practices					
Creates a positive organizational culture and climate that promotes relationship-based practices and staff wellness					
Provides professional development opportunities that increase staff knowledge and skill to integrate families' cultures, languages, values, and traditions into daily practices throughout the organization					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Leadership Practices, cont.					
Enacts policies and processes that provide time for daily communication between professionals and parents					
Enacts policies, to the extent possible, that support teachers and child care providers working with the same family over time (for example, primary caregiving, family child care, and mixed-age groupings)					
Ensures that all teachers and child care providers understand their responsibilities and priorities					
Ensures that all teachers and child care providers and managers know how and where to get additional support for families as needed from others in the program or community					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Leadership Practices, cont.					
Ensures that program-wide services respond to strengths, challenges, and needs of families in the community (for example, tailoring hours of group settings, accommodating family work schedules)					
Implements appropriate classroom ratios to ensure professionals can build strong relationships with children and families					
Ensures that professionals have enough time to plan and work one-on-one with families regularly in all program settings (for example, homebased, center-based, family child care)					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Leadership Practices, cont.					
Provides guidance to teachers and child care about policies, guidelines, procedures, and expectations related to confidentiality, privacy, and professional ethical standards					
Ensures that all program policies adhere to professional ethical standards					

2. SELF AWARE AND CULTURALLY RESPONSIVE RELATIONSHIPS

Respects and responds to the cultures, languages, values, and family structures of each family

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge					
Views professionals and families as having unique strengths and resilience with diverse values, temperaments, and learning styles					
Understands how families' cultures influence caregiving, children's development, family life, and relationships between teachers/child care providers and parents					
Understands and respects variations in families' cultures, languages, experiences, expectations, and child-rearing beliefs and practices					
Understands one's own beliefs, values, experiences, ethics, and biases and how they may affect work with children and families					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge, cont.					
Understands how to support teachers and child care providers to bridge differences in cultures between home and school					
Skills					
Builds positive and supportive relationships with each teacher and child care provider					
Identifies and reflects on personal values, experiences, ethics, and biases and uses this information to become more self-aware and more effective in working with a wide range of individuals. Considers issues related to gender, race, ethnicity, cultures, educational and ability level, and/or socioeconomic class.					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills, cont.					
Shows respectful interest in learning about the cultures and languages of professionals and families					
Engages teachers and child care providers in regular discussions about the purpose of learning about family traditions, living situation, cultures, languages, and values to better support relationships between families and their children					
Creates opportunities for teachers and child care providers to reflect on personal values, beliefs, experiences, ethics, and biases that may arise when working with families					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills, cont.					
Creates opportunities for teachers and child care providers to problem solve instances in which they feel that family cultural beliefs differ from program policies					
Supervisory Practices					
Offers coaching and training to increase teachers' and child care providers' skills for engaging in culturally and linguistically responsive relationships with families					
Offers coaching and training to support use of a variety of communication strategies to reach families					
Ensures that teachers and child care providers speak with families in their preferred language and use skilled interpreters when this is not possible					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Supervisory Practices, cont.					
Ensures that program materials for families and signs in centers and classrooms are culturally and linguistically applicable and appropriate					
Shares reflections with teachers and child care providers about one's own strengths and limitations					
Seeks information or consultation about specific cultural values and practices when necessary					
Leadership Practices					
Welcomes all families, promoting and valuing diversity across family structures, cultures, languages, perspectives, and values					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Leadership Practices, cont					
Works with program management to ensure that the program shows respect for families' languages and cultures					
Integrates different cultural perspectives into policies and procedures and shares with teachers and child care providers					
Provides professional development and self-care opportunities that increase self-awareness and responsiveness to families					
Ensures budget allocation for resources to support home language learning in the program (for example, interpreters, translators, web-based technology, and materials)					

3. FAMILY WELL-BEING AND FAMILIES AS LEARNERS

Supports families' reflections on and planning for their safety, health, education, well-being, and life goals

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge					
Knows how to help teachers and child care providers recognize family resilience, strengths and resources, and unique gifts and talents, and to recognize what families already do to maintain family well-being and cope with challenges					
Recognizes the emotional effects on teachers and child care providers who work with families experiencing trauma, depression, substance use disorders, other mental illness, homelessness, domestic violence, food insecurity, and other challenges to family well-being					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge, cont.					
Knows that all teachers and child care providers need current information about laws and regulations to support and protect families and their children					
Understands what steps teachers and child care providers need to take to ensure that children and families are safe when their safety may be threatened					
Knows about resources in the community that can help teachers and child care providers support families' safety, health, mental health, financial stability, economic mobility, and educational growth					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge, cont.					
Understands ways that teachers and child care providers can offer assistance to families coping with stress and daily challenges					
Skills					
Invites teachers and child care providers to identify their own strengths, gifts, resources, and social supports that help them cope with work challenges					
Works with teachers and child care providers to enhance their skills in crisis management					
Offers coaching and training for teachers and child care providers about how to effectively support families in crisis while maintaining selfcare, and adjusting workloads and work conditions when possible					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills, cont.					
Builds connections between program and community networks that provide families with opportunities to use and build on their strengths and offer services that families identify as needed to support their safety, economic mobility, health, nutrition, and other aspects of family well-being					
Supports teachers and child care providers in ongoing learning about community resources					
Helps teachers and child care providers when they need to work with families about issues that are beyond their current professional skills and knowledge					
Models skills that prevent and address conflict among professionals in the program and between professionals and families					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills, cont.					
Monitors and addresses teachers' and child care providers' stress when working with families who are experiencing serious challenges					
Maintains a current list of community resources in the program					
Works with teachers and child care providers to identify available opportunities for families related to education, training, and employment					
Leadership Practices					
Implements clear policies regarding the safety and wellbeing of children, families, and professionals					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Leadership Practices, cont.					
Ensures all professionals are trained about mandated reporting procedures and how to work with families when child or family safety may be threatened					
Ensures that teachers and child care providers have time to complete required forms and meet reporting requirements					
Establishes policies to ensure coaching and/or reflective supervision for all teachers and child care providers, especially those working with families in crisis					
Ensures that teachers and child care providers adhere to program policies, guidelines, and expectations related to confidentiality, privacy, and ethical standards in work to promote family well-being and families as learners					

4. PARENT-CHILD RELATIONSHIPS AND FAMILIES AS LIFELONG EDUCATORS

Partners with families to build strong parent-child relationships and supports parents as the first and lifelong educators of their children

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge					
Understands that children's early family relationships serve as a foundation for later development and learning					
Understands that families' cultures, languages, and history shape the way that parents raise their children and the ways that family members relate to each other					
Understands the value of focusing on child development strengths—what children can do and what parents and professionals already do with them—to promote and encourage effective communication about children's development					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge, cont.					
Understands the value of focusing on family strengths— what families already do to build parent-child relationships and to support each family member's development and learning					
Understands human development, especially the central role of parent- child relationships in social- emotional development from childhood to adulthood					
Knows about resources to support families of children who are learning more than one language, have exceptional potential, and/or have specific needs including behaviors considered challenging, disability, or developmental delay					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills					
Supports teachers and child care providers in building skills to promote positive parent-child interactions					
Offers coaching and training to enhance teachers' and child care providers' skills for supporting parent-child relationships, and families as lifelong educators					
Compiles resources to support families of children who are learning more than one language, have exceptional potential, and/or have specific needs including behaviors considered challenging disability, or developmental delay					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Supervisory Practices					
Works with teachers and child care providers to partner with parents as they set goals for themselves and their children, and as they make plans to work toward those goals					
Offers coaching and training for teachers and child care providers about how adults learn and change and for professionals and families about parenting behaviors that support child development and learning					
Guides teachers and child care providers in reflective practice about their work to support parent-child relationships in ways that are culturally responsive					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Supervisory Practices, cont.					
Works with program management and teachers and child care providers to ensure that families have information about their children's progress					
Works with program leadership and teachers and child care providers to ensure that families drive the development of their goals for their children (including participation in the Individual Family Service Plan [IFSP] and Individualized Educational Plan [IEP])					
Works with teachers and child care providers to develop steps to support transitions of all children and families to and from other early learning settings or to kindergarten					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Leadership Practices					
Ensures that schedules of teachers and child care providers provide adequate time to work with families					
Creates procedures to ensure child progress data is meaningful and understandable to families and is shared regularly					
Connects teachers and child care providers with resources to support families of children who are learning more than one language, have exceptional potential, and/or have specific needs including behaviors considered challenging, disability, or developmental delay					
Ensures budget allocation for resources to engage parents in supporting child development (for example, web-based technology, materials, transportation)					

5. FAMILY CONNECTIONS TO PEERS AND COMMUNITY

Works with families to strengthen their support networks and connections with other parents and community members who can address families' strengths, interests, and challenges

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge					
Understands the importance of social support networks for families and professionals					
Knows the resources and opportunities available in the community for both professionals and families					
Knows and shares effective strategies for facilitating social interactions among parents					
Skills					
Provides teachers and child care providers regular peer learning opportunities to share ideas and enhance practice					

5. FAMILY CONNECTIONS TO PEERS AND COMMUNITY, cont.

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills, cont.					
Provides opportunities for teachers and child care providers to learn about and understand the services offered by community organizations and to build relationships with community peers and leaders					
Supervisory Practices					
Promotes awareness of community groups, learning, and volunteer opportunities for families					
Shares information about community educational resources and events with teachers and child care providers					
Helps to develop and promote communication and coordination among community agencies					

5. FAMILY CONNECTIONS TO PEERS AND COMMUNITY, cont.

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Supervisory Practices, cont.					
Uses effective group facilitation in meetings with staff and community partners					
Leadership Practices					
Includes parents as active participants and leaders in groups and training so they can share skills, cultures, languages, and talents					
Enacts program policies that allow teachers and child care providers to implement and evaluate family group events					
Ensures resource allocation for costs of approved peer-to- peer networking activities for families and professionals					

6. FAMILY ACCESS TO COMMUNITY RESOURCES

Supports families' use of community resources to make progress toward positive child and family outcomes

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge					
Understands that families and family networks offer social support and are community resources for other families					
Learns regularly about community resources that offer services to enhance family well-being and children's learning and development					
Understands how to help teachers and child care providers partner with families to match community and program resources with family strengths, interests, challenges, and goals					

6. FAMILY ACCESS TO COMMUNITY RESOURCES, cont.

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills					
Offers or participates in professional development community events to promote connections between community organizations and teachers and child care providers					
Offers coaching and training to support teachers and child care providers to recognize and address situations where immediate assistance or support is needed for the family					
Provides appropriate supervision when teachers and child care providers need support to respond to challenging situations					
Builds relationships with schools and community service professionals to serve families in more comprehensive ways					

6. FAMILY ACCESS TO COMMUNITY RESOURCES, cont.

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Supervisory Practices					
Develops strong relationships with community, state, and/ or national groups to support teachers' and child care providers' work with families					
Provides opportunities for representatives of trusted community organizations to meet and present information about their services to teachers, child care providers, and families. Examples include libraries, food banks, transportation, and local businesses.					
Leadership Practices					
Enacts policies that support teachers, child care providers, and/or supervisors time to build and nurture relationships with community partners					

6. FAMILY ACCESS TO COMMUNITY RESOURCES, cont.

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Leadership Practices, cont.					
Exercises leadership to advocate for resources in the community that meet families' expressed interests or needs					
Uses community assessment data and families' feedback to form relationships with community agencies and improve access to resources					
Evaluates effectiveness of community partnerships specifically to guide and support involvement of teachers and child care providers					

7. LEADERSHIP AND ADVOCACY

Works alongside parents to build on their strengths as advocates for their families and as leaders in the program and community

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge					
Understands how professionals can support parent leadership and advocacy in the program and the community					
Knows what changes are needed in the program to uplift parent advocacy and leadership					
Understands the barriers that may impede a family's ability to exercise their power and advocate effectively (for example, in the IEP and IFSP process)					
Skills					
Supports teachers and child care providers in developing skills and confidence to be effective leaders and advocates so they can support families as leaders and advocates (parallel process)					

7. LEADERSHIP AND ADVOCACY, cont.

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills, cont.					
Offers skills-based training for teachers and child care providers in engaging and supporting families to be leaders and advocates in the program and community					
Supervisory Practices					
Builds parent input, advocacy, and leadership in all aspects of the program					
Promotes opportunities for parent advocacy, input, and volunteering into all aspects of programming					
Invites families to share about their experiences serving on parent committees or in program governance					
Shares input from families with program management about the effectiveness of parent committees					

7. LEADERSHIP AND ADVOCACY, cont.

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Leadership Practices					
Provides resources to enable families to participate in program decision-making and governance. Examples include stipends, child care, transportation, and food.					
Enacts policies and processes that engage families in planning, implementing, and evaluating change at the program level as part of program decision-making and governance					
Prioritizes community partnerships that support pathways for parent leadership and advocacy, such as family- led organizations or family support networks					

8. COORDINATED, INTEGRATED, AND COMPREHENSIVE SERVICES

Works with other professionals and agencies to support coordinated, integrated, and comprehensive services for families across the organization, community, and system

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge					
Understands how the roles of all professionals' support coordinated, systemic, integrated, and comprehensive family engagement to promote child development and family well-being					
Knows the professionals, resources, and systems available in their program and community, and how a family can access the comprehensive services needed to advance their strengths and talents, and address their challenges and needs					

8. COORDINATED, INTEGRATED, AND COMPREHENSIVE SERVICES, cont.

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge, cont.					
Understands policies, guidelines, and expectations related to confidentiality, privacy, and ethical practice					
Skills					
Offers coaching and training about outreach and partnering with professionals to facilitate coordination and integration of services for families. Examples include family services professionals, consultants, other teachers, or experts in the community.					
Ensures that all teachers and child care providers are aware of and comply with policies, guidelines, and expectations related to confidentiality, privacy, and ethical practice					

8. COORDINATED, INTEGRATED, AND COMPREHENSIVE SERVICES, cont.

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills, cont.					
Ensures that teachers and child care providers share only information with parental consent within programs and with outside agencies to improve services for children and families					
Supervisory Practices					
Shares information about services in the program and community with teachers and child care providers. Examples include health, mental health, special needs and child development.					
Helps ensure that coordination happens at all levels in the program					

8.

8. COORDINATED, INTEGRATED, AND COMPREHENSIVE SERVICES, cont.

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Leadership Practices					
Creates a positive organizational culture and climate that promotes coordinated, integrated, and comprehensive services					
Enacts policies that provide time for program staff to build partnerships with agencies and programs that provide services to children and families					
Enacts policies that provide time for teachers and child care providers to participate in multi-agency team planning meetings to facilitate coordinated support for children and families					

8. COORDINATED, INTEGRATED, AND COMPREHENSIVE SERVICES, cont.

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Leadership Practices, cont.					
Ensures information about resources and opportunities in the community are compiled and available to support families' safety, health, mental health, financial stability, economic mobility, and educational growth					
Shares aggregated information about groups of children and families that facilitates communication among professionals within and outside the organization in order to improve service delivery					
Ensures that policies, guidelines, and expectations are in place to protect the confidentiality and privacy of families					

9. DATA DRIVEN SERVICES AND CONTINUOUS IMPROVEMENT

Collects information with families and reflects with them to inform goal-setting, planning, and implementation to effect progress and outcomes for families, children, programs, and communities

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge					
Understands the importance of using data for ongoing child assessment and ways to share data with families					
Understands the policies and procedures for engaging families in continuous program improvement and the specific role of teachers and child care providers in these processes					
Understands how to partner with teachers, child care providers, and parents and families to share and use information about children, families, programs, and communities to improve services					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge, cont.					
Knows how the program's information management systems can be used to inform planning and goal-setting for parent, family, and community engagement for individual families and the programs					
Understands program policies, guidelines, and expectations related to confidentiality, privacy, and ethical practice in using data for continuous program improvement					
Skills					
Offers coaching and training about how to discuss child progress and development and implications for current and future planning with parents, especially when developmental issues or concerns arise					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills, cont.					
Works with program leaders and teachers and child care providers to ensure that families have information about their child that is understandable and meaningful					
Ensures that data collected with families and about program quality are meaningful and used to help professionals and families work together to reach family and program goals					
Provides materials, training, and coaching to enable teachers and child care providers to prepare and accurately use tools to collect, analyze, and share information from families (for example, surveys, observation, or informal conversations about their ideas and experiences)					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills, cont.					
Guides teachers and child care providers in using research along with information about child development and family well-being to reflect on their practices and change their approach when necessary					
Assists teachers and child care providers in accurately interpreting information collected about children, families, and services					
Encourages teachers and child care providers to engage families in the preparation, collection, analysis, and use of information					
Uses ongoing program monitoring and review in working with families to collect, aggregate, and analyze data about child and family services and family engagement					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Supervisory Practices					
Uses data with teachers and child care providers in coaching and reflective supervision					
Trains teachers and child care providers to prepare and use data collection tools (for example, surveys, interviews, observation, and child assessment tools) and to analyze, and use information gathered					
Works with program leaders, teachers, and child care providers to ensure that families have information about their child that is understandable and meaningful					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Leadership Practices					
Articulates and implements program policy defining the role of family engagement in continuous program learning and improvement					
Shares data related to family engagement with program staff to improve program systems and services					
Reviews and analyzes program data to develop ideas for program improvement in partnership with program staff and family representatives					
Shares information from program data sources with stakeholders. Examples include teachers and child care providers, parents, committees, and community partners.					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Leadership Practices, cont. Ensures that program policies, guidelines, and expectations are in place related to confidentiality, privacy, and ethical standards					

10. PROFESSIONAL GROWTH

Shows professionalism and participates actively in opportunities for ongoing professional development related to family engagement

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge					
Knows the importance of, and techniques for, reflective practice and supervision, and coaching					
Understands the importance of healthy self-care habits for one's own well-being and to enhance the ability to build responsive relationships with others, and knows the benefit of modeling this to support teachers' and child care providers' self-care efforts					
Understands the importance of facilitating teachers' and child care providers' development to support professional growth on an ongoing basis					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Knowledge, cont.					
Understands legal and professional ethical standards pertaining to confidentiality and privacy and how to help teachers and child care providers apply these standards to their work with families					
Skills					
Commits to one's own professional development by setting goals to strengthen knowledge and understanding of supervision practices					
Maintains and models healthy self-care habits for one's own well-being and to enhance the ability to build responsive relationships with others					
Uses coaching and reflective supervision techniques with teachers and child care providers					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills, cont.					
Works with teachers and child care providers to understand the connection between self-care and the ability to build effective and rewarding relationships with families and colleagues					
Recognizes and builds on teachers' and child care providers' strengths and helps teachers and child care providers to set goals and create professional development plans					
Communicates expectations and tracks progress toward goals using written materials and ongoing interactions with teachers and child care providers. Examples include job descriptions, initial orientation, supervision, professional development plans, and regular performance evaluations.					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Skills, cont.					
Helps teachers and child care providers connect with the broader community of professionals who work with children and families					
Works with teachers and child care providers on maintaining professional boundaries, including those that support family's efforts to determine their own goals and develop their own capacities					
Maintains and models professional boundaries with teachers and child care providers, children, and families					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Supervisory Practices					
Develops and offers a professional development program for teachers and child care providers designed to enhance knowledge and skill development over time					
Ensures teachers and child care providers have opportunities to advance through training or educational experiences					
Provides regular coaching and/or reflective supervision to teachers and child care providers to advance family engagement					
Partners with teachers and child care providers to identify accomplishments, strengths, challenges, needs, and goals, specifying activities for growth and indicators of improvement					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Supervisory Practices, cont.					
Provides teachers and child care providers regular peer learning opportunities to share ideas and enhance practice					
Leadership Practices					
Ensures protected time for coaching and reflective supervision during teachers', child care providers', and supervisors' work schedules					
Enacts policies and allocates resources to support teachers and child care providers to meet the goals of their individualized professional development plans for advancement					

Knowledge, Skills, and Practices for Supervisors	I have a solid understanding and skills and continue to grow in this area.	I am making progress in my understanding, skills, and growth in this area.	I need support to learn more and grow in this area.	I would like to focus on this area in my professional practice.	Notes
Leadership Practices, cont.					
Ensures that all staff members receive the support they need to address personal mental health concerns or excess stress					
Ensures that teachers and child care providers know how to apply program policies, guidelines, and expectations related to confidentiality, privacy, and ethical standards to their work					

Related Resources

Explore these related resources on the Head Start Early Childhood Learning and Knowledge Center (ECLKC) and the Child Care Technical Assistance (CCTA) website:

- Head Start Parent, Family, and Community Engagement Framework
- Parent, Family, and Community Engagement Framework for Early Childhood Systems
- Relationship-Based Competencies to Support Family Engagement:
 Overview for Early Childhood Professionals
 A Guide for Early Childhood Professionals Who Work with Families
 A Guide for Early Childhood Professionals Who Work with Children in Group Settings
 A Guide for Early Childhood Professionals Who Make Home Visits
- Measuring What Matters: Using Data to Support Family Progress

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