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| <b>Apprentice:</b> | <b>Date:</b>   |
| <b>Mentor:</b>     |                |
| <b>Employer:</b>   | <b>School:</b> |

  

|                                                                                                                                            | Competency                                                                                                                                                                                     | Observed | Date |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------|
| <b>Job Function 1: Establishes and maintains a safe, caring, inclusive, and healthy learning environment.</b>                              |                                                                                                                                                                                                |          |      |
| 1.1                                                                                                                                        | Interacts with children according to their individual learning style and developmental period (from birth through age 8) with physical, cognitive, socio-emotional, and linguistic activities. |          |      |
| 1.2                                                                                                                                        | Ensures each child's family is represented in the classroom.                                                                                                                                   |          |      |
| 1.3                                                                                                                                        | Creates anecdotal notes to guide development of activities for children.                                                                                                                       |          |      |
| 1.4                                                                                                                                        | Takes cues from children when they are unwell or need help.                                                                                                                                    |          |      |
| 1.5                                                                                                                                        | Acclimates children to the school environment so the transition between home and school is smooth.                                                                                             |          |      |
| 1.6                                                                                                                                        | Maintains a safe and accessible environment.                                                                                                                                                   |          |      |
| 1.7                                                                                                                                        | Complies with the state licensing requirements and company policies with regard to safety (health, cleaning, sanitation).                                                                      |          |      |
| <b>Job Function 2: Plans and implements intentional, developmentally, culturally, and linguistically appropriate learning experiences.</b> |                                                                                                                                                                                                |          |      |
| 2.1                                                                                                                                        | Collaborates with other early childhood educators in the development and implementation of early learning activities.                                                                          |          |      |
| 2.2                                                                                                                                        | Provides supports to help ensure children engage in activities with small groups and whole group.                                                                                              |          |      |
| 2.3                                                                                                                                        | Reads, begins to understand, and follows state early learning guidelines, guidance from Head Start, public pre-k, and elementary education, and privately-owned childcare.                     |          |      |
| 2.4                                                                                                                                        | Supports purposeful play in the environment with a focus on learning.                                                                                                                          |          |      |
| 2.5                                                                                                                                        | Works towards planning learning activities that allow all children to feel included.                                                                                                           |          |      |
| 2.6                                                                                                                                        | Guides and assists children in the development of positive interpersonal relationships between peers.                                                                                          |          |      |

| <b>Job Function 3: Observes, documents, and assesses children's learning and development.</b>                  |                                                                                                                                                                   |  |  |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 3.1                                                                                                            | Supports the assessment of each child in the classroom by completing anecdotal notes on each child to document progress and opportunities for individualization   |  |  |
| 3.2                                                                                                            | Observes and records work samples, including anecdotes, from children over time, including taking dictation of children's reflections and ideas to show progress. |  |  |
| 3.3                                                                                                            | Uses approved assessments accurately and ethically.                                                                                                               |  |  |
| 3.4                                                                                                            | Maintains accurate and coherent records and reports, and shares information only when appropriate.                                                                |  |  |
| 3.5                                                                                                            | Complies with relevant federal, state, and local requirements around mandated reporting and health and safety.                                                    |  |  |
| <b>Job Function 4: Develops reciprocal, culturally responsive relationships with families and communities.</b> |                                                                                                                                                                   |  |  |
| 4.1                                                                                                            | Learns about each child's cultural background.                                                                                                                    |  |  |
| 4.2                                                                                                            | Respects and values families and/or caregivers as children's first teachers.                                                                                      |  |  |
| 4.3                                                                                                            | Supports collaborative relationships with co-workers and service providers working with children.                                                                 |  |  |
| <b>Job Function 5: Advances and advocates for a diverse and effective early childhood education program.</b>   |                                                                                                                                                                   |  |  |
| 5.1                                                                                                            | Understands and complies with company policies and ethical guidelines about inclusivity as applicable.                                                            |  |  |
| 5.2                                                                                                            | Maintains confidentiality of children's information.                                                                                                              |  |  |
| <b>Job Function 6: Engages in reflective practice and continuous learning.</b>                                 |                                                                                                                                                                   |  |  |
| 6.1                                                                                                            | Takes advantage of available opportunities for professional development and continuous learning.                                                                  |  |  |
| 6.2                                                                                                            | Openly receives critique and feedback from mentor and supervisors, and improves practice under guidance of mentor.                                                |  |  |
| 6.3                                                                                                            | Models compassionate behavior.                                                                                                                                    |  |  |
| 6.4                                                                                                            | Maintains effective communication in a professional manner with peers, supervisors, parents, and community.                                                       |  |  |

**Job Function 7: Meets the needs of all children by understanding and providing effective supports.**

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|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 7.1 | Reviews and understands how to implement the components of an IEP and ILP.                                                                                                                      |  |  |
| 7.2 | Attends case conferences and parent-teacher conferences.                                                                                                                                        |  |  |
| 7.3 | Utilizes adapted teaching methods and instructional materials, as modeled by supervisor, to meet the needs of all learners including children with exceptional needs and multilingual learners. |  |  |
| 7.4 | Collaborates with specialists and provides students with exceptional needs with assistive devices and supportive technology, and assistance accessing facilities or materials as needed         |  |  |

Mentor Signature:

Date:

Apprentice Signature:

Date: