

This Self-Assessment is designed for **Administrators**: early childhood professionals (regardless of early childhood setting) who are responsible for planning, managing, implementing, and evaluating early childhood programs. Common job titles include: center director, site manager, school administrator, program manager, coordinator, and principal.

Levels of Practice

Not sure about your level of practice? Set-up your FREE account on the Texas Workforce Registry and **complete your career lattice report** to help determine your level of practice and identify professional development gaps by Core Competency Areas at: www.tecpds.org

- ✓ Beginner Administrators lead and support the program by adhering to laws governed by the state and program policies.
- ✓ Intermediate Administrators lead and support the program with increasing independence and effectiveness.
- ✓ Advanced Administrators lead and support the program by providing strong leadership and high quality program components that promote the well-being of children and families.

Using the Self-Assessment for Professional Development Planning

Early childhood administrators complete many hours of professional development each year to support their professional growth, lead effective programs, and meet state guidelines. When selecting your next professional development opportunity, look for conferences and sessions aligned to the professional development plan to meet your goals!

Professional Development Planning Tips	My Personal Professional Development Plan
Aligning to your current level of practice	My level of practice:
Learn a new skill to bridge gaps and support your work	My new skill area focus:
Learning leadership strategies to help you address issues or concerns in the center/school	Center/School concerns I'd like to address:
Supporting your knowledge of young children's growth and skill development	Child development domains I'd like to learn more about:
Challenge yourself and work on an area of weakness	Areas of weakness to develop:
Core Competency Areas where you have little or no training so far this year	Core Competency Areas I need to complete hours for:
Advancing into new career opportunities	My career goal:

Complete the table on the flip-side with the professional development and training you have completed so far this year. Consider where you may need to complete additional training in the Core Competency Areas, and set a goal for your personal growth!

The **Texas Core Competencies for Early Childhood Practitioners and Administrators** clearly articulate the knowledge and skills that all types of early childhood practitioners and administrators should possess in order to provide responsive, rich experiences.

Administrator Core Competency Area	Professional Development Completed This Year	Identified Gap? (Y/N)	My Goal for Training Topics
Establishing and Maintaining an Effective Organization			
Business and Operations Management			
Human Resource Leadership and Development			
Maintaining a Healthy and Safe Environment			
Implementing a Developmentally Appropriate Curriculum and Environment			
Instituting Family and Community-Centered Programming			