**Collaborative Assessment Log Adapted from 2006 The Regents of the University of California**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Check all that apply:*

🌕 Analyzing Work 🌕 Discussing Scenarios 🌕 Planning 🌕 Post-Observation Conference

🌕 Communication with Stakeholders 🌕 Action Plan Development 🌕 Problem Solving 🌕 Reflecting

🌕 Discussing Roles and Duties 🌕 Modeling 🌕 Providing Resources 🌕 Other \_\_\_\_\_\_\_\_\_

🌕 Developing/Reviewing Professional Goals 🌕 Observing 🌕 Pre-Observation Conference 🌕 Other \_\_\_\_\_\_\_\_\_

**What’s Working: Current Focus—Challenges—Concerns:**

**Employee’s Next Steps: Supervisor’s Next Steps:**

Next Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Focus:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Core Competencies**

**Interpersonal**

* Is polite and approachable;
* Is able to be a team member/player;
* Cares about people;
* Is available and ready to help;
* Treats people with respect;
* Acts as a mentor and a student advocate;
* Attempts to understand other perspectives; and
* Relates well to others.

**Professionalism**

* Is patient to hear the entire story;
* Is calm under pressure;
* Is timely with information;
* Is dependable, reliable, and trustworthy;
* Responds to all people equitably;
* Is proactive when handling all situations; and
* Possesses the ability to handle all matters in a professional and confidential manner.

**Commitment To Students**

* Understands how the job contributes to success for every student;
* Cares genuinely about the overall learning environment to ensure student success;
* Acts with the student in mind;
* Is dedicated to meeting the expectations of principal, supervisors, staff, parents, and students;
* Is dedicated to supporting high-quality education for students; and
* Is dedicated to the successful achievement/performance of all groups by supporting the elimination of racial and ethnic inequities.

**Problem Solving**

* Changes routines to fit the needs of the situation;
* Accesses and uses resources effectively and efficiently;
* Identifies process improvements;
* Explores beyond the obvious when solving problems;
* Ask appropriate questions to clarify situations;
* Is logical when discussing the pros and cons of situations; and
* Recognizes issues and their implications quickly.

**Organization**

* Knows how to get things done in the classroom, school, office, or other work location;
* Assists as needed to organize meetings and tasks;
* Anticipates needs of principal, supervisors, staff, parents, and students;
* Gets things done in a timely manner; and
* Manages a broad range of activities.

**Communication**

* Understands how to be an active listener;
* Is effective in oral and written skills;
* Is able to communicate well to manage conflict and deal effectively with problem situations; and
* Is tactful when handling situations and difficulties, making the least possible disruption.

**Knowledge of Job**

* Understands assigned job duties;
* Is knowledgeable about current and new practices and methods;
* Uses appropriate materials, equipment, and resources;
* Implements and completes work assignments;
* Learns new skills and procedures; and
* Knows appropriate policies, procedures, and regulations.