

**COMPETENCY TASK #2**  
**CalAPA Leadership Cycle 1 Progress**  
**DUE:**  
**CAPE Matrix: Practice/Assess**  
**[CAPE Standards 5A, 5B, 5C, 6A](#)**

**Protocol**

Education leaders make decisions, model, and behave in ways that demonstrate professionalism, ethics, integrity, justice, and equity and hold others to the same standard. In this way, new administrators regularly review and reflect on their performance and consider how their actions affect others and influence progress toward school goals. Finally, new administrators develop and know how to use professional influence with staff, students, and community to develop a climate of trust, mutual respect, and honest communication necessary to consistently make fair and equitable decisions on behalf of all students.

Competency Task #2 will focus on supporting candidates to uphold program standards and requirements as developing administrators. By maintaining progress of the credentialing requirements, candidates will practice and demonstrate ethical decision-making and action along with reflective practice and awareness of the important role educational policy plays in shaping learning experiences.

CT 2 will require candidates cultivate high levels of personal and professional integrity, reflective practice goal-setting for work-life balance, self-advocacy, resilience, and sense of urgency, among other socio-emotional and self-management skills.

**Evidence/Direct Measure:** *(samples below)*

- Evidence Log (see sample from Canvas below)
- Verification of CalAPA submission (Canvas)

SUBMIT Step 1 Final Draft <sup>▲\*</sup>

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Please upload your revised draft Step 1 Template (v3) here as evidence of completion.

Refer to [CalAPA Cycle 1, Step 1 Overview](#) for directions, template, and rubrics.

Points 50  
Submitting a text entry box, a website url, or a file upload

Verification of CalAPA 1 Submission <sup>▲\*</sup>

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**Directions:**

1. Navigate through and Review the CalAPA Assessment and Preparation materials and CalAPA Policies available [HERE](#) .
2. Log into your registered assessment account and follow the directions available [HERE](#) .
3. Submit verification that you successfully submitted the appropriate CalAPA Cycle (screenshot or PDF of email verification)

\*\*If you have any questions about submission, please contact your instructor and/or [Pearson and the CTC through the CalAPA website](#) . for more information.

**DUE before the start of Semester 2 to avoid Incomplete.**

Points 20  
Submitting a file upload