New York State Children’s Program Administrator Credential

Portfolio Scoring Instrument
Applicant Name: _____________________________________________________________

- All documents must be typed
- Proofing is essential
- Portfolio should be submitted in a 3-ring binder

☐ RESUME   _____ Current
Comments: _________________________________________________________________________________________________
___________________________________________________________________________
____________________________________

☐ LETTERS OF PROFESSIONAL RECOMMENDATION
    _____ 1. College Professor (attesting to academic performance)
    _____ 2. Supervisor (attesting to their administrative abilities as director of a children's program)
    _____ 3. Colleague (not a subordinate) attesting to their performance in working with staff, families and children
Comments: _________________________________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________________________________________

☐ APPLICATION
Comments: _________________________________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________________________________________

☐ TRANSCRIPTS
Comments: _________________________________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________________________________________

☐ PROFESSIONAL DEVELOPMENT PLAN
Comments: _________________________________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________________________________________

I, __________________________, have carefully evaluated the portfolio using the criteria in the scoring instrument.

(Print name of reviewer)
CATEGORY SCORES:

Topic I _______/4
Topic II _______/4
Topic III _______/4
Topic IV _______/4
Topic V _______/4
Topic VI _______/4
Professional Preparation of Portfolio _______/3

TOTAL SCORE _______/27

REVIEWER ASSESSMENT

___ AWARD CREDENTIAL     ___ DEFER CREDENTIAL

Additional information or work needed: ____________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

___ DENY CREDENTIAL (only on 2nd review)

Comments: __________________________________________________________
________________________________________________________________________________________
_________________________________________________________________________________________
**TOPIC I: ADMINISTERING CHILDREN’S PROGRAMS**

<table>
<thead>
<tr>
<th>COMPETENCY AREA</th>
<th>A</th>
<th>B</th>
<th>C</th>
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</table>

**STATEMENT OF COMPETENCY:**

<table>
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<tr>
<th>Points</th>
<th>Unmet need clearly stated</th>
<th>Project addresses unmet need</th>
<th>Project</th>
<th>Next Steps</th>
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<td>Rationale for the solution chosen</td>
<td>Does it meet the objective?</td>
<td>Implementation</td>
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<td>Describe why it’s a problem</td>
<td>Steps taken in project completion</td>
<td>The outcome improves the program in implementation phase</td>
<td>Extension</td>
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<td>Offer possible solutions</td>
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<td>Follow Through</td>
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**Comments:**

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TOPIC II: FINANCIAL PLANNING AND MANAGEMENT OF CHILDREN’S PROGRAMS

COMPETENCY AREA

A  B  C

STATEMENT OF COMPETENCY:

Unmet need clearly stated

- Identify the problem
- Describe why it’s a problem
- Offer possible solutions

Comments:_________________________________________________
____________________________________________________________________________________________________________

Project addresses unmet need

- Rationale for the solution chosen
- Steps taken in project completion

Comments:_______________________________________________________________________________________________________
____________________________________________________________________________________________________________

Project

- Does it meet the objective?
- The outcome improves the program in implementation phase

Comments:________________________________________________________________________
_________________________________________________________________________________

Next Steps

- Implementation
- Extension
- Follow Through

Comments:_______________________________________________________________________________________________________
____________________________________________________________________________________________________________

SUBTOTAL

4 ______
### TOPIC III: OPERATIONS MANAGEMENT IN CHILDREN’S PROGRAMS

**COMPETENCY AREA**

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**STATEMENT OF COMPETENCY:**

**Unmet need clearly stated**
- Identify the problem
- Describe why it’s a problem
- Offer possible solutions

**Comments:**

**Project addresses unmet need**
- Rationale for the solution chosen
- Steps taken in project completion

**Comments:**

**Project**
- Does it meet the objective?
- The outcome improves the program in implementation phase

**Comments:**

**Next Steps**
- Implementation
- Extension
- Follow Through

**Comments:**

**SUBTOTAL**

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| Points | 4 |
### TOPIC IV: EXTERNAL ENVIRONMENT AND CHILDREN’S PROGRAMS

**COMPETENCY AREA**

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**STATEMENT OF COMPETENCY:**

**Unmet need clearly stated**

- Identify the problem
- Describe why it’s a problem
- Offer possible solutions

*Comments:*

**Project addresses unmet need**

- Rationale for the solution chosen
- Steps taken in project completion

*Comments:*

**Project**

- Does it meet the objective?
- The outcome improves the program in implementation phase

*Comments:*

**Next Steps**

- Implementation
- Extension
- Follow Through

*Comments:*

**SUBTOTAL**

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### TOPIC V: DESIGNING PROGRAMS THAT ARE GOOD FOR CHILDREN AND FAMILIES

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#### Unmet need clearly stated

- Identify the problem
- Describe why it’s a problem
- Offer possible solutions

**Comments:**

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#### Project addresses unmet need

- Rationale for the solution chosen
- Steps taken in project completion

**Comments:**

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#### Project

- Does it meet the objective?
- The outcome improves the program in implementation phase

**Comments:**

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#### Next Steps

- Implementation
- Extension
- Follow Through

**Comments:**

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**SUBTOTAL**

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**TOPIC VI: SEMINAR IN CHILDREN’S PROGRAM ADMINISTRATION**

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<td>➢ The outcome improves the program in implementation phase</td>
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### I. Points for Professional Preparation of Portfolio

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Comments: 
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