



nyaeyc

New York Association for the
Education of Young Children

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)

(Signature of reviewer)

(Date)

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

COMPETENCY AREA A B C

STATEMENT OF COMPETENCY: Points

Unmet need clearly stated 1 _____
➤ Identify the problem
➤ Describe why it's a problem
➤ Offer possible solutions

Comments: _____

Project addresses unmet need 1 _____
➤ Rationale for the solution chosen
➤ Steps taken in project completion

Comments: _____

Project 1 _____
➤ Does it meet the objective?
➤ The outcome improves the program in implementation phase

Comments: _____

Next Steps 1 _____
➤ Implementation
➤ Extension
➤ Follow Through

Comments: _____

SUBTOTAL 4 _____

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

COMPETENCY AREA A B C

STATEMENT OF COMPETENCY:

Points

Unmet need clearly stated

1 _____

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

Comments: _____

Project addresses unmet need

1 _____

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

Comments: _____

Project

1 _____

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

Comments: _____

Next Steps

1 _____

- Implementation
- Extension
- Follow Through

Comments: _____

SUBTOTAL

4 _____

TOPIC III: OPERATIONS MANAGEMENT IN CHILDREN'S PROGRAMS

COMPETENCY AREA A B C

STATEMENT OF COMPETENCY: Points

Unmet need clearly stated 1 _____
 ➤ Identify the problem
 ➤ Describe why it's a problem
 ➤ Offer possible solutions

Comments: _____

Project addresses unmet need 1 _____
 ➤ Rationale for the solution chosen
 ➤ Steps taken in project completion

Comments: _____

Project 1 _____
 ➤ Does it meet the objective?
 ➤ The outcome improves the program in implementation phase

Comments: _____

Next Steps 1 _____
 ➤ Implementation
 ➤ Extension
 ➤ Follow Through

Comments: _____

SUBTOTAL 4 _____

TOPIC IV: EXTERNAL ENVIRONMENT AND CHILDREN'S PROGRAMS

COMPETENCY AREA A B C

STATEMENT OF COMPETENCY:

Points

Unmet need clearly stated

1 _____

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

Comments: _____

Project addresses unmet need

1 _____

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

Comments: _____

Project

1 _____

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

Comments: _____

Next Steps

1 _____

- Implementation
- Extension
- Follow Through

Comments: _____

SUBTOTAL

4 _____

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

COMPETENCY AREA A B C

STATEMENT OF COMPETENCY: Points

Unmet need clearly stated 1 _____
 ➤ Identify the problem
 ➤ Describe why it's a problem
 ➤ Offer possible solutions

Comments: _____

Project addresses unmet need 1 _____
 ➤ Rationale for the solution chosen
 ➤ Steps taken in project completion

Comments: _____

Project 1 _____
 ➤ Does it meet the objective?
 ➤ The outcome improves the program in implementation phase

Comments: _____

Next Steps 1 _____
 ➤ Implementation
 ➤ Extension
 ➤ Follow Through

Comments: _____

SUBTOTAL 4 _____

TOPIC VI: SEMINAR IN CHILDREN'S PROGRAM ADMINISTRATION

COMPETENCY AREA A B C

STATEMENT OF COMPETENCY:

Points

Unmet need clearly stated

1 _____

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

Comments: _____

Project addresses unmet need

1 _____

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

Comments: _____

Project

1 _____

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

Comments: _____

Next Steps

1 _____

- Implementation
- Extension
- Follow Through

Comments: _____

SUBTOTAL

4 _____

I. Points for Professional Preparation of Portfolio

Points

Organization 1 _____

Grammatically correct 1 _____

Free of typographical errors 1 _____

Subtotal 3 _____

Comments: _____

