



## Sample Portfolio

# EARLY CHILDHOOD ADMINISTRATION

Educational Goal Statement

Expanded Résumé Entries

Learning Autobiography

Course Petition

Supporting Documentation

# Educational Goal Statement

My short-term educational goal is to obtain a bachelor's degree in Early Childhood Administration. This degree will help me reach my long-term goal of becoming a regional director in the child care corporation that I currently work for.

Along with my high school education, I earned a certification for child care, and I entered college right after with the intention of obtaining a bachelor's degree in psychology; however, life happened, and I ended up dropping out of school with three semesters left in the program. I got married, and my education was put on hold although it was always in my mind.

The desire of working in early childhood came at around 12 years of age for me, and in 2003 I took my first job at a child care center; my first position was assistant teacher in the infant classroom. I instantly fell in love with the job of caring for those babies, and I learned the importance that child care plays in the life of the families who are part of it. I was in it for the long run; I started taking continuing education courses offered by the state of Utah targeted for child care workers. I was promoted to a lead infant teacher. After 5 years in the center, I obtained the National Administrators Credential (NAC). I was promoted to assistant director, with the responsibilities of taking payments and looking into the business side of the child care field. I was able to thrive in that position and gained great knowledge of rules and regulations imposed by the child care regulatory agencies. After 10 years, I became a stay home mom with three children of my own. Eighteen months later, I decided to try a desk job as a paralegal's apprentice where I talked to clients and gathered the initial information for the creation of their files. I did well in this position, and my reviews were always satisfactory; however, I felt like something was missing—it was not what I was passionate about. I decided to come back to what I loved: child care, and I have been with the current company as a director for almost four years and have loved every moment of it. Now is the right time for me to return to school and complete my bachelor's in Early Childhood Administration to continue to grow in the field that I am passionate about.

I decided to take this course—EL206 Academic Prior Learning Portfolio—because I believe that during my years of experience in early childhood, I have met the educational outcomes of some of the courses from my degree plan. From this course, I will learn how to create a portfolio in a way that the assessment team can see my college level learning, and I can get credit for my petitioned courses. With the credit for these courses, I will be closer to graduation, and will keep growing in the child care field.

# Expanded Résumé Entries

## Employment History

### Childcare Center

Position Title: Center Director  
Position Type: Direct Hire  
Start/End Date: 8/2014 - In Progress

Responsible for the daily operations of the center by following state licensing regulations. Support and implement curriculum. Financial responsibility of budget, accounting and cost control. Maintain accurate accounting of the center's tuition and generate reports. Recruit, hire, and supervise staff. Provide staff opportunities to obtain professional development training. Market the program with the community and work with local childcare organizations and local community officials. Plan and prepare balanced nutritious meals for the children in the childcare center. Meet with parents, staff and administration

Position Title: Pre K Teacher  
Position Type: Direct Hire  
Start/End Date: 3/2014 - 8/2014

Support and implementation of the Creative Curriculum. Planning activities that stress physical, social and emotional growth. Observe and respond to children's needs, emergency, and conflicts that might occur. Supervision of children 4 and 5 years old.

### Computer or Technical Expertise

Skill: Daycare Works Software Program  
Level of Mastery: Advanced  
Start/End Date: 4/2015 - In Progress  
Type of Training: On-the-Job Training

Skill: Procare Software Program  
Level of Mastery: Advanced  
Start/End Date: 1/2009 - 6/2012  
Type of Training: On-the-Job Training

### Associations

Organization: NAEYC  
Start/End Date: 9/2014-In Progress

The National Association for the Education of Young Children is an organization that works to promote high quality learning for all children birth through 8 years old.



# Learning Autobiography

In 1991, I was 11 years old, and I was asked to watch my cousins while our parents planned for my grandmother's funeral; their ages ranged between 3 and 9 years old. It was the very first time I was left in charge of younger human beings; I prepared breakfast for all of us and entertained the children with different games and activities for about 4 hours. It was then when my love for caring for children was born.

In 1995, I had just graduated from Junior High, and I was given the opportunity to attend a private high school. This school was licensed to offer a technical degree in childcare alongside the high school education curriculum. One of the requirements for graduating was to complete a 280 hours practicum in the child care field. I completed my 280 hours in a center that was part of the IMSS (Instituto Mexicano del Seguro Social), which is a benefit offered to working parents by the Mexican federal government. I completed the 280 hours on Monday through Friday from 2:00 pm to 6pm. and Saturday mornings 8am to 12:00pm. During my morning shifts I was a helper in the infant wing with children ages 0-6 months, where I bathed the children, bottle fed them, and actively supervised their sleep to prevent SIDS. I was trained on the importance of daily interactions with the infants and the part that those interactions play in their development, and also on how continuity of care—having the same constant caregiver—helps the infants to build a relationship of trust with the adults around them. During my afternoon shifts, I helped in the 3-year-old class, served nutritious snacks that were prepared by a nutritionist in the center's kitchen, assisted the lead teacher in the implementation of curriculum and craft time, conversed with the children constantly, conversed with the parents about their child's day at pick up time, and helped maintain a clean and sanitized classroom by using a bleach solution to clean and sanitize the toys and materials used during the day. I graduated high school with honors and obtained my certificate as a Child Care technician in July of 1998.

Between September 1999 and December 2001, I was a college student in Mexico. I pursued a bachelor's degree in Psychology, and took courses that included: child development, child and adolescent psychology, child psychopathology, psychology of student's behavior, special education, research methods, and theories of personality. I was not able to graduate with a degree. In June 2002 I moved to the United States and got married. My education was put on hold at that time, as my new husband was a member of the Army National Guard and was deployed 2 weeks after we got married. I was left in a country that I did not know much about. I focused on learning the English language to be able to communicate with my new family and in my new community.

I had not forgotten about my love for working with young children. In May 2003 I started my first paying job in a child care center, where I was hired as the infant class assistant teacher. My responsibilities included supporting the lead teacher in the implementation of the curriculum, direct supervision of the children, assisting the children with their

cleaning and sanitizing  
growth of germs, and  
lutions. I was trained on  
as first aid and CPR.  
getting familiar with the  
ew I was in the right path,  
positive impact in their  
n January 2004 I became  
n ranged from 6 weeks to  
maximum group of 8 chil-  
monthly theme curriculum  
uary 2004 I also started  
e of child care and  
es in child development,  
ieved level 1 of the  
on this ladder through  
will qualify me for the

first time in January 28,  
being around children  
home and watch grow  
essing. I wanted to  
hours course in Admin-  
inistrator Credential)  
itation). This creden-  
enter. In May 2008 I  
the position was in  
responsibilities now  
nts and passing flyers  
sting open houses to  
nts from the families  
er program. I verified  
searching the train-

I did  
proc  
portfolios that would showcas  
staff was well trained in the cc  
organizing the employee's file  
Licensing regulations. The Su  
Aviation Administration), this r  
FAA also. one stipulation in th  
ter should include at least 50% from federal employees; In my first year

children's files contained all the required information, and that their immunizations were up to date. In occasions I also prepared meals according to the state food program regulations, and any other jobs that the director required. In January of 2010, the center closed the infant and toddler's class, and I became the Pre-K teacher and continued to have the position of Assistant Director along with it. I



# Course Petition

## CE114: Early Childhood Development

Institution  
Purdue University Global-Online

### Course Outcomes

- Discuss age appropriate behavioral expectations and intervention strategies for the early childhood care professional educator
- Identify milestones in infants, toddlers, and early childhood development
- Describe biological and environmental factors affecting infant, toddler, and early childhood development
- Describe developmental and environmental factors associated with the safety and health of young children
- Demonstrate college-level communication through the composition of original materials in Standard American English
- Identify the ethical issues within the field of infant, toddler, and early childhood development

### Credits Offered

5.00 credits

### Learning Statements

- Used ASQ, ASQ-SE and GOLD developmental assessment tools to evaluate and create developmentally appropriate lesson plans.
- Used the results from developmentally appropriate assessment and classroom observations to create behavioral programs to support children that are showing difficult behaviors in the classroom.
- Used GOLD developmental assessment tool in Infants and Toddlers and use the information gathered during the evaluations, to communicate with parents during parent- teacher conferences to create common goals for the children's development.
- Explained developmental milestones observed in the infant and toddler's to their parents during parent-teacher conferences.
- Explained infants and toddlers developmental milestones to train new infants and toddlers teachers.
- Developed lesson plans and classroom arrangements to give children more open space to move freely, and to help the children reach their age appropriate physical developmental stages.
- Evaluated the safety and health of children for the renewal and maintenance of child care license with no violations.
- Practiced and proved health and safety practices by obtaining NAEYC accreditation and renewal.
- Wrote monthly newsletters to communicate with families and teaching staff.
- Wrote classroom checklists for teachers to use for preparation prior classroom inspections.
- Applied ethical practices of confidentiality when communicating with parents and notifying of an accident report by keeping the names of other children involved in the incident anonymous.
- Categorized and explained the preventive practices of shaken baby syndrome and SIDS to infant and toddler teachers prior to them working in an infant and toddler classroom, and annually as well.

# Primary Documentation

## Letters From the Supervisor

February 26, 2018

To whom it may concern,  
My name is [REDACTED] and I am the Regional Director for [REDACTED] and the direct supervisor of Ada [REDACTED]. Ada is the Center Director for our location, [REDACTED] is licensed in the state of Utah and accredited with the National Association for the Education of Young Children.

I have had the pleasure of working with Ada since January 6, 2015. During the past 3 years, I have seen firsthand the growth Ada has displayed with her job duties, skills operating a licensed and accredited center as well as her determination to increase her knowledge of early childhood practices.

Ada's job duties include the following:

1. Support and implement the childcare center's curriculum in both classroom activities and routine conversation.
2. Administrative duties: financial feasibility (accounting, budget, cost control), enrollment and tours, maintaining staff and children's files, and maintain state licensing and other regulatory regulations.
3. Maintain accurate accounting of the center tuition daily/weekly and generate reports according to company guidelines.
4. Communicate with the Regional Director and the appropriate management support team members concerning personnel matters as needed
5. Recruit, hire, and supervise staff administrators, teachers, and support staff, provide staff opportunity to obtain professional development training.
6. Provide staff opportunity to obtain professional development training.
7. Maintain state training requirements.
8. Ensure the health and safety of children, parents, and staff.
9. Market the program in the community and work with local childcare organizations and local community officials.
10. Plan and prepare balanced nutritious meals to a child care facility.
11. Meet with parents, staff, and administration.
12. Adhere to the childcare center's Health and Safety procedures.
13. Maintain NAEYC accreditation
14. Meet FAA contract requirements for facilities and enrollment
15. Uphold and follow ADA policies and procedures
16. Perform other duties as required.

Over the past 3 years to efficiently carryout her operations with a progressive increase in net numbers and retention as well as improved implementation. Ada follows strict requirements with both NAEYC AA enrollment ratio, maintained NAEYC accreditation and regulations.

Assess in January of 2016 that on a scale of 1 to 3 or 4 in all categories evaluated including: Administration and maintaining the facility.

Assess in February of 2017 that in a scale of 1 to 3 (ratings) in 10 categories, Ada received a 1, 2

Center Director who can implement systems for the center. I am confident in Ada's ability to keep the center running. In addition to operating a financially sound center, Ada strives to stay abreast of professional

Implement courses through Quality Assist, Sunshine House University. These courses cover the following areas: Child development, health and safety, implementation, and financial keeping.

Please contact me.

# Primary Documentation

## Letters From the Supervisor

March 6, 2018

To whom it may concern,

My name is Danica [REDACTED]. I am the assistant director at [REDACTED] in which Ada [REDACTED] is the director. I have been able to work with Ada since October of 2014. I have seen her direct the center as well as teach a classroom. Ada demonstrates all the abilities to run a safe, professional, and effective NAEYC accredited/state licensed center as well as having the knowledge of child development.

Ada's job duties as a center director include but are not limited to the following:

1. Support and implement the childcare center's curriculum in both classroom activities and routine conversation.
2. Administrative duties: financial feasibility (accounting, budget, cost control), enrollment and tours, maintaining staff and children's files, and maintain state licensing and other regulatory regulations.
3. Maintain accurate accounting of the center tuition daily/weekly and generate reports according to company guidelines.
4. Communicate with the Regional Director and the appropriate management support team members concerning personnel matters as needed
5. Recruit, hire, and supervise staff administrators, teachers, and support staff, provide staff opportunity to obtain professional development training.
6. Provide staff opportunity to obtain professional development training.
7. Maintain state training requirements.
8. Ensure the health and safety of children, parents, and staff.
9. Market the program in the community and work with local childcare organizations and local community officials.
10. Plan and prepare balanced nutritious meals to a child care facility.
11. Meet with parents, staff, and administration.
12. Adhere to the childcare center's Health and Safety procedures.
13. Maintain NAEYC accreditation
14. Meet FAA contract requirements for facilities and enrollment
15. Uphold and follow ADA policies and procedures
16. Perform other duties as required.

Working with Ada over the past almost 4 years, she has met and exceeded all of her job requirements. She is a role model for me and has taught me everything I need to know about managing a center and staff.

Ada is always providing staff members with opportunities for growth such as continued training classes, conferences, and care about childcare classes; all of which she has done or is

of the annual required training hours and classroom implements monthly staff meetings. She has conducted working interviews. She has hired many staff members, and fought for their behalf to get them better member like they are valued and has increased annual reviews on each staff member to come together to better themselves and their quality of care. Each step of their goal to make sure it is being

with and every family, prospective family, and for day and dresses professionally. She is always listening to concerns and give them the peace of mind every day. Ada maintains a safe and loving environment to go to work every day knowing that their children are away. Ada often plans parent involvement activities involved in the learning their children get to

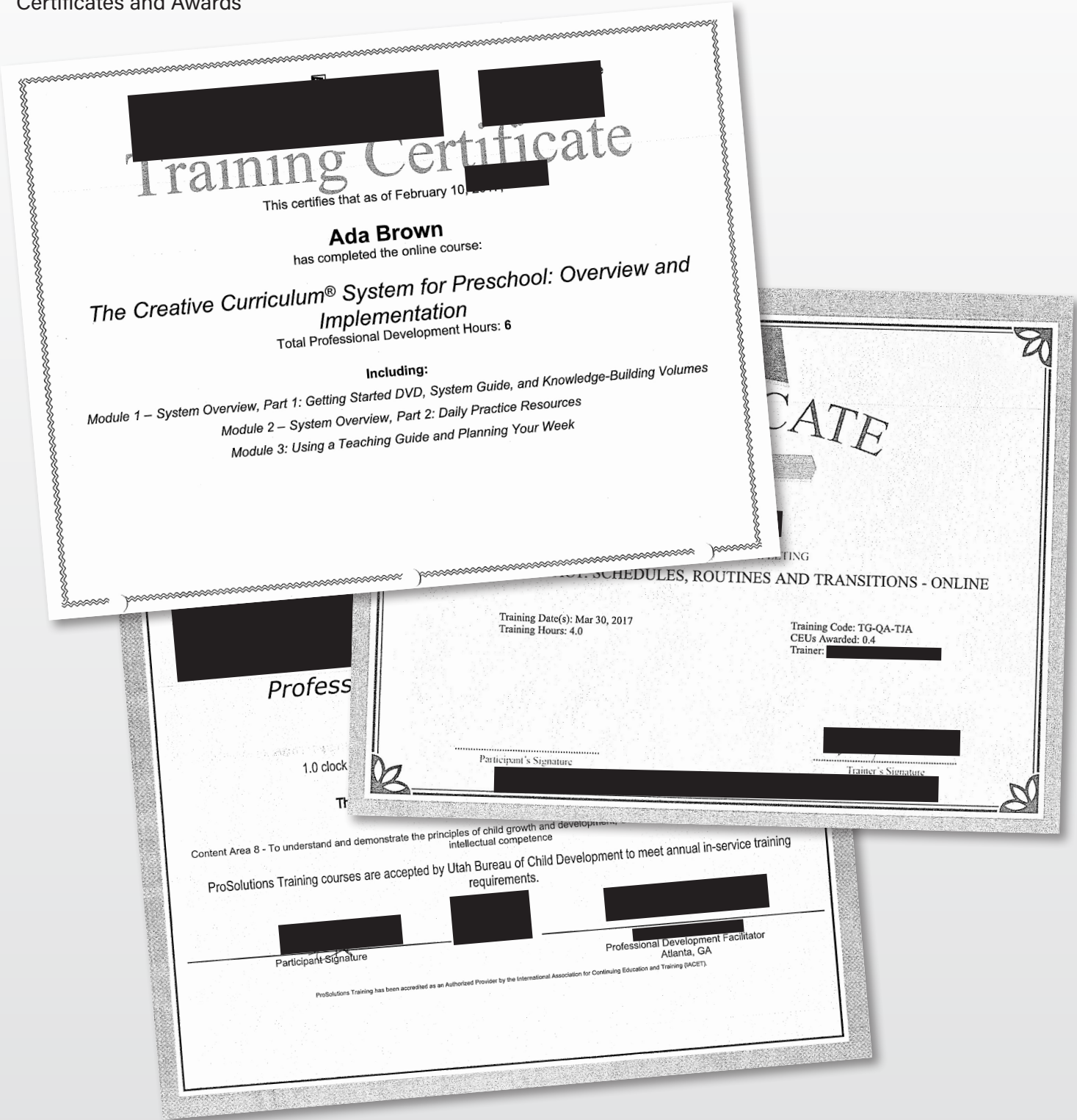
curriculums we use at the center. She is able to facilitate activities in any classroom within the center. She has a curriculum in each classroom. When you walk into the classroom, you can see what the children have been working on and

fun, loving, and effective childcare center. She has exceeded all financial goals and training opportunities in any and all subject areas. She gives information back to the staff that will help them and give each one higher expectations. She cares for every child and family, every day they are in



# Secondary Documentation

## Certificates and Awards



# Secondary Documentation

## Certificates and Awards

