



What is the Program Director Portfolio Review?

The Program Director Portfolio Review is a process that leads to Step 3 of Vermont's Early Childhood and Afterschool Program Director Credential.

The process includes writing, collecting and organizing documents that demonstrate you have achieved the knowledge, skills and dispositions of a program administrator as outlined in the Competencies for Program Directors. These competencies are grouped by (5) Knowledge Areas and subheadings.

1. Child and Youth Development
2. Families and Communities
3. Teaching and Learning/Curriculum and Learning Environments
4. Healthy and Safe Environments
5. Professionalism and Program Organization
 - A. Professionalism
 - B. Fiscal Management
 - C. Legal Issues
 - D. Personnel
 - E. Leadership

The Program Director Portfolio (either electronic or in a binder) will include:

1. **Professional Documents:** transcripts, a current resume, professional philosophy statement, self-assessment using the Program Director Competencies, Individual Professional Development Plan (IPDP), professional affiliations at the regional, state and national levels, and 2 letters of recommendation. Recommendations should be from someone who knows your work, such as a past supervisor, board member, co-worker, teacher, or a parent in your program. Letters will not be accepted from family members, people living with you, or personal friends.
2. **Evidence of Competencies:** Documents are organized by program director knowledge areas and subheadings. Evidence might include (but should not be limited to) selected course assignments, personal reflections, evaluations or performance reviews, certificates of participation at related workshops and conferences, documentation of conference or workshop

preparation and presentation, samples of published or unpublished papers or articles, documentation of program policies/procedures, documentation of staff meetings, documentation of referral procedures, documentation of children's individualized services, documentation of child/family advocacy activities, documentation of participation in community partnership activities, examples of curriculum implementation, examples of child/program assessment, evidence of use of computer technology, documentation of health and safety practices, documentation of feedback from colleagues and supervisors, bibliography of research articles read including critical annotations for each article, documentation of staff supervision and performance review, examples of program marketing strategies, etc.

Why is a Program Director Portfolio Review important?

Competencies for Program Directors in Early Childhood and Afterschool Programs expand on the existing core competencies for early childhood and afterschool professionals. The Competencies for Program Directors describe the additional knowledge, skills and dispositions needed in an **administrative role**. The Program Director Portfolio is a way to show that you have acquired these competencies. The portfolio review process determines whether a candidate meets the requirements for Step 3 of Vermont's Early Childhood and Afterschool Program Director Credential.

Successful completion of Step 3 of Vermont's Early Childhood and Afterschool Program Director Credential is acknowledged as a level of achievement within Vermont's professional development system, with eligibility for a Recognition Bonus through Vermont's Child Development Division.

How do I complete the Program Director Portfolio Review Process?

1. Begin by reviewing the Program Director Portfolio requirements on the Vermont Northern Lights Career Development Center website. Here you'll find the framework for your Program Director Portfolio. You can set up your notebook either electronically or in a binder. You can begin collecting materials for your portfolio at Step 1 and Step 2 of the Program Director Credential. You will continue to work on your portfolio as part of the Culminating Seminar for Early Childhood and Afterschool Professionals.
2. When your portfolio is complete, contact the Vermont Northern Lights Career Development Center at 802-885-8374 to request a portfolio review. Once we receive your request, you will be contacted directly to determine your review date and deadline for submitting materials.
3. Submit your portfolio review fee of \$60.00.
Make your check out to: VCCICC and add Portfolio Review to the memo section of your check. Mail to:
Vermont Child Care Industry and Careers Council (VCCICC) 145 Pine Haven Shores Rd., Suite 2001 Shelburne, VT 05482

4. There are a number ways for you to submit your Portfolio for review. (Select one option)
 - Submit your Portfolio in (3) flash drives or (3) CD's to: The Vermont Northern Lights Career Development Center.
CCV - 307 South Street, Springfield VT 05156
 - Submit your electronic portfolio by e-mail attachment to vtnlight@ccv.edu
 - Submit a hard copy of your portfolio with (3) detailed Evidence of Competency Guides to the above address.
5. A Portfolio Review Team will examine your documents and you will be notified of the outcome within 30 days.
6. When your portfolio has been approved, complete and submit your Program Director Credential Step 3 Application to Northern Lights for processing. Applications are available on the Northern Lights website.
You will receive a Step 3 Certificate for your records, and will be eligible for a Recognition Bonus from Vermont's Child Development Division.

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