



PROGRAM DIRECTOR PORTFOLIO

This notebook is designed to assist program directors in collecting and organizing their professional portfolio documentation.



Program Director Portfolio Checklist

Section 1: Professional Documentation

- Transcripts
- Current Resume
- Professional Philosophy Statement
- Individual Professional Development Plan (IPDP)
- Professional Contributions (Regional, State, National)
- Letters of Recommendation (2)

Section 2: Evidence of Competencies

- All supporting documents are clearly numbered
- Evidence of Competencies Guide references supporting documentation
- All materials are organized by Knowledge Area and Subheadings

Section 1: Professional Documentation

Collect your professional documentation in this section.

Professional Contributions

As leaders in the field, Step 3 applicants are required to have established professional membership in a group or organization at the local, statewide, and national levels. Local affiliations might include your regional early childhood council, recreation or sports organizations, policy council, board of director groups, etc. Statewide affiliations might include the Vermont Association for the Education of Young Children (VAEYC), Vermont School Age Care Network, Vermont's Instructor Registry, statewide Task Groups, etc. National affiliations might include the National Association for the Education of Young Children (NAEYC), Association for Childhood Education International (ACEI), National Association for Family Child Care (NAFCC), National Afterschool Alliance (NAA), Council on Accreditation (COA), the Council for Exceptional Children (CEC), etc.

	Professional Group or Organization	Membership ID if applicable
Regional		
State		
National		



**Vermont Early Childhood and Afterschool Program Director Credential
Step 3 – Recommendation Form**

(Candidate's Name) _____ is applying for Step 3 of the Vermont Early Childhood and Afterschool Program Director Credential, and you have been asked to write a letter on their behalf.

The Program Director Credential is based on competencies articulated in *Competencies for Early Childhood and Afterschool Program Directors*. These competencies define what a program director needs to know and do to provide effective services and operate high quality programs for children and youth. To review them, you can link to: http://northernlights.vsc.edu/competencies_program_directors.pdf

In your letter of recommendation, please speak to how long you have known the candidate, and in what capacity. Comment on their work as a program administrator, and give examples illustrating their knowledge, skills and attitudes in this role.

Please complete the following and attach this cover page to your letter of recommendation.

Your name _____

Position/Title _____

Place of Employment _____
(If applicable)

Telephone: _____ E-mail _____

Signature: _____

Date _____

Return to: Vermont Northern Lights Career Development Center
Community College of Vermont
307 South Street
Springfield, Vermont 05156

Section 2: Evidence of Competencies

Add your Evidence of Competencies Guide and supporting documents in this section.
Arrange by Knowledge Area and Subheading

CHILD AND YOUTH DEVELOPMENT

Add your Evidence of Competency Guide, supporting documents and personal reflection for this Knowledge Area.

FAMILIES AND COMMUNITIES

Add your Evidence of Competency Guide, supporting documents and personal reflection for this Knowledge Area.

TEACHING AND LEARNING/ CURRICULUM AND LEARNING ENVIRONMENTS

Add your Evidence of Competency Guide, supporting documents and personal reflection for this Knowledge Area.

HEALTHY AND SAFE ENVIRONMENTS

Add your Evidence of Competency Guide, supporting documents and personal reflection for this Knowledge Area.

PROFESSIONALISM AND PROGRAM ORGANIZATION

PROFESSIONALISM

Add your Evidence of Competency Guide, supporting documents and personal reflection for this Knowledge Area/Subheading.

PROFESSIONALISM AND PROGRAM ORGANIZATION

FISCAL MANAGEMENT

Add your Evidence of Competency Guide, supporting documents and personal reflection for this Knowledge Area/Subheading.

PROFESSIONALISM AND PROGRAM ORGANIZATION

LEGAL ISSUES

Add your Evidence of Competency Guide, supporting documents and personal reflection for this Knowledge Area/Subheading.

PROFESSIONALISM AND PROGRAM ORGANIZATION

PERSONNEL

Add your Evidence of Competency Guide, supporting documents and personal reflection for this Knowledge Area/Subheading.

PROFESSIONALISM AND PROGRAM ORGANIZATION

LEADERSHIP

Add your Evidence of Competency Guide, supporting documents and personal reflection for this Knowledge Area/Subheading.