

**Children’s Program Administrator Credential
Assessment Rubric**

I. Guidelines for Preparing Portfolio for Assessment:

- All documents must be typed
- Proofing is essential
- Portfolio should be submitted in 3 ring–binder
- Each Topic area and each requirement should be separated by dividers
 - Application
 - Professional Development Plan
 - 6 Separate Topic Areas
 - Resume
 - References
 - Transcripts

II. Points for Professional Preparation of Portfolio Points

Organization	1
Grammatically correct	1
Free of typographical errors	1
Subtotal	3

III. Points for Competency Statements and Objectives - one for each Topic (6 in all)

Unmet need clearly stated	1
➤ Identify the problem	
➤ Describe why it’s a problem	
➤ Offer possible solutions	
Project addresses unmet need	1
➤ Rationale for the solution chosen	
➤ Steps taken in project completion	
Project	1
➤ Does it meet the objective?	
➤ The outcome improves the program in implementation phase	
Next Steps	1
➤ Implementation	
➤ Extension	
➤ Follow Through	
Subtotal	4

<u>Total Points for Portfolio</u>	
<u>Organization</u>	3
<u>Each topic (x 6)</u>	24
Total	27