



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 Competency Statements and Objectives - one for each Topic (6 in all) POINTS

Unmet need clearly stated	1
<ul style="list-style-type: none"> ➤ Identify the problem ➤ Describe why it’s a problem ➤ Offer possible solutions 	
Project addresses unmet need	1
<ul style="list-style-type: none"> ➤ Rationale for the solution chosen ➤ Steps taken in project completion 	
Project	1
<ul style="list-style-type: none"> ➤ Does it meet the objective? ➤ The outcome improves the program in implementation phase 	
Next Steps	1
<ul style="list-style-type: none"> ➤ Implementation ➤ Extension ➤ Follow Through 	
Subtotal	4

III. Points for Professional Preparation of Portfolio

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

Total Points for Portfolio

Organization	3
Each topic (x 6)	24
Total	27