

Earning a Director/Administrator Specialization - The Process

IdahoSTARS ★ University of Idaho ★ 121 West Sweet Ave ★ Moscow, ID 83844-4061 or Call the 2-1-1 Idaho CareLine by dialing 2-1-1 or 1-800-926-2588

This IdahoSTARS specialization is a broad, deep, personal exploration of the credential process for early childhood education directors and administrators.

- Parts one and two give you the training background you need to develop director/administrator core knowledge and core competencies.
 - **Core knowledge:** the important central concepts about a subject
 - **Core competency:** the central range of skills that can be observed and documented
- Part three, the portfolio process, will give you the opportunity to identify and reflect on the core knowledge and core competencies you have attained in your director/administrator credential work, and to plan to learn more and do more in the future.

GETTING STARTED:

Complete a Specialization Registration Form.

Learn about specific specialization competencies and requirements.

MOVING FORWARD:

Part 1 BROAD: Building Awareness

Complete course work for Child Development Associate (CDA) Credential or hold an Associate's Degree or above in Child Development.

Part 2 DEEP: Reflection and Practice

Complete one of the following Director Credentials:

1. Saint Paul College Cohort for Early Childhood Director's Credential. For more information email Corey Woosley at coryw@mnchildcare.org
2. Child Care Education Institute (CCEI), Director's Certificate. For more information visit www.cceionline.com.

FINISHING UP:

Part 3 PERSONAL: Portfolio

Complete a Director/Administrator portfolio. (See details of the portfolio requirements below.)

SUBMITTING PORTFOLIO

When all three parts (Broad, Deep, and Personal) are completed, submit for review to:

IdahoSTARS
Attn: Training Coordinator
PO Box 444061
Moscow, ID 83844-4061

DIRECTOR/ADMINISTRATOR PORTFOLIO

Submit a portfolio which provides supporting documents to demonstrate the personal implementation of the strategies, changes in behavior, and plans for future actions. **This collection must include:**

- **Part 1 BROAD:** Certificates of completion of Child Development Associate (CDA) coursework or a copy of diploma for a Child Development Degree
- **Part 2 DEEP:** Certificates of completion of one of the recommended Director Credentials
- **Part 3 PERSONAL:** Demonstrate Core Competencies for the Director/Administrators' Specialization for each of the three sections below

PORTFOLIO STEPS

1. Complete the:

A. Program Administration Scale (PAS) for centers

OR

B. Business Administration Scale (BAS) For Family Child Care

- These scales are available for check-out from your local Child Care Resource and Referral (CCR&R) Office Lending Library. Just dial 2-1-1 or 1-800-926-2588 and ask for your local CCR&R Office.
- Include a copy of the completed scale in your portfolio

2. Describe and show:

A. Program Administration Scale (PAS) for centers: How you have implemented the Program Administration Scale for centers or family child care?

- What have you been doing well?
- What challenges did you find with your facility?
- What changes have you made in your facility?

B. Business Administration Scale (BAS) For Family Child Care: Reflect on Future Plans.

- How are you incorporating new knowledge into future plans?

3. One Letter of Recommendation:

A. Program Administration Scale (PAS) for centers: The letter should address how you have implemented the Director/Administrator scale in your work and/or life.

B. Business Administration Scale (BAS) For Family Child Care: Possibilities may include a letter from:

- Mentor/Coach
- Director
- Parent