

Portfolio Development Checklist

	Official transcripts of all completed education; proof of degree, level of education
	Copy of individual educational philosophy statement
	Copy of job description, including roles, responsibilities, and required qualifications
	Evidence of knowledge pertaining to developmentally appropriate learning environments (indoor and outdoor), teaching practices, and behavior management
	Sample lesson plans
	Evidence of how children are introduced to Jesus Christ and ways faith is developed over time
	Examples of service opportunities and activities
	Samples of school-home connection materials, such as: newsletters, invitations, announcements, home visits, meetings, trainings, etc.
	Photographs of children involved in learning activities
	Samples of child assessment methods and procedures for developmental screening, both formal and informal
	Evidence of parent/teacher conferences
	Evidence of established community relationships and use of community resources, events, or activities
	Documented membership in an early childhood professional organization
	Documentation of current professional development plan
	Documentation of completed professional growth activities
	Documented leadership or supervisory experiences
	Summarized performance evaluations from clientele
	Summarized performance evaluations from administrator
	Documented committee involvement and work
	Other artifacts that demonstrate proficiency of acquired knowledge and skills