



The Child Development Center at MiraCosta College
ECE Instructional Apprentice Criteria for Advancement:
Professional Portfolio

The Early Childhood Education Instructional Apprentice position has three levels of appointment (see the *ECE Instructional Apprentice Employment Matrix*). These levels are consistent with the education requirements of the Child Development Permit Matrix for *Assistant/Associate Teacher* (Level I), *Teacher* (Level II) and *Master Teacher* (Level III).

Decisions for initial appointment, reappointment, and advancement within the ECE Apprentice levels are determined by a number of factors including educational status, experience, knowledge acquired and skills developed and documentation of professional growth. Please see the *ECE Instructional Apprentice Job Description* for a more complete understanding of the position requirements. The *ECE Instructional Apprentice Training Plan* offers specific criteria by which the apprentice's knowledge acquisition and skills demonstrated are assessed.

Individuals wishing to continue training/employment at the Center and to advance in responsibility and associated hourly salary will be expected to document their continued professional growth through their *Individual Professional Portfolio*. The Center Director (in consultation with Instructional Specialists and Program Specialist) conducts an annual review of portfolios and apprentices training plan (typically at the end of each school year of apprentice service; equal to two semesters and in May) and will make decisions on all ECE Instructional Apprentice appointments. Upon initial employment here at the Center, it is the responsibility of each apprentice to develop a professional portfolio. It is suggested that the individual put together (and regularly maintain) a simple three-ring binder with the following sections:

- I. ***ECE Instructional Apprentice documents***- Job description, employment matrix, criteria for advancement, confidentiality and commitment statement.
- II. ***Educational Status***. This section includes copies of transcripts of all courses taken here at MiraCosta College as well as other colleges or universities.
- III. ***Certificates and/or Permits***. This section provides a copy of the *Child Development Permit Matrix or Permit*, as well as, documentation of Child Development Certificates earned.
- IV. ***Professional Growth Activities***. This section includes ECE Instructional Apprentices' formal training modules checklist, evidence of conferences, workshops, and community trainings attended.
- V. ***Knowledge Acquisition and Skill Development Training Plan***. This section includes a copy of the ECE IA Knowledge Acquisition and Skills Development Training Plan. Since this is an ongoing plan, submit the whole plan showing completed sections.
- VI. ***Evidence of Demonstrated Skill***. Completed Learning Plan Outlines, Group Time Plans, and Project Planning Journal and other supporting documents.

- VII. ***Apprentice's Reflection Statement and ECE IA Knowledge acquisition/Skills Demonstration Summary.*** This section provides you the opportunity to assess your own learning and to reflect on your continued professional growth in the summary form. It is an important opportunity to communicate what you have contributed and accomplished as a result of your appointment here at the Child Development Center in a separate reflection statement using the reflections from the training plan.
- VIII. ***Resources.*** Handouts and supporting articles.

Those individuals wishing to advance must submit a written reflection requesting the opportunity to move to the next apprentice level. This reflection will be reviewed and an interview will be scheduled by the Program Specialist and Director. Advancement begins the following semester. The Reflection must include but is not limited to:

- Reason for requesting this advancement
- Contributions you would bring to the desired level of apprenticeship
- Knowledge and skills acquired and developed through apprenticeship
- Areas of growth for yourself

NOTE: All supporting materials are due at the Center Office by May1