



Technical Assistance Specialist Portfolio Instructions

Applicants for the Technical Assistance Specialist designation must complete and submit a Technical Assistance Professional Designation Application, as well as a specialist portfolio. The application is available on the website at www.training.decal.ga.gov, and instructions for creating a specialist portfolio are detailed below.

The specialist portfolio is used as a performance-based assessment of competency and leads to the third level of the Georgia Technical Assistance Professional Designation, the Early Childhood Technical Assistance Specialist. The purpose of the portfolio is to provide tangible evidence of technical assistance that reflects competence and best practices. It provides a means to evaluate the proficiency of technical assistance practices.

A fee of \$125 is charged for review and assessment of the specialist portfolio.

Portfolio Requirements

INTRODUCTION

The introduction of the portfolio should include:

- A Personal Statement of Philosophy and approach to technical assistance that is value based, i.e., identifies what is important to the technical assistant provider and describes how the philosophy and approach are used in practice
- A Professional Development Plan for continued professional growth in technical assistance that identifies the competencies in need of development and related courses, strategies, etc. to address those competencies

EVIDENCE

The Portfolio includes evidence that represents field work and demonstrates proficiency in selected competencies across the seven Technical Assistance Provider Roles as outlined in the **Georgia Early Care and Education Professional Development Competencies for the Technical Assistance Provider** document. The evidence should meet the following guidelines:

- Submission of seven portfolio entries, one per Technical Assistance Provider Role. Each entry must represent a minimum of 2 competencies for that role (each Role has 4 to 7 competencies). One portfolio entry can include one or more pieces of evidence that tells the "story" of the ongoing technical assistance process and follow up.
- A **Portfolio Entry Cover Sheet** for each portfolio entry that includes:
 - ◇ Technical Assistance Role
 - ◇ Technical Assistance Competency(ies)
 - ◇ List of Evidence (If multiple pieces of evidence are used include a description of the relationship between the pieces of evidence)
 - ◇ Description of Evidence
 - ◇ How the evidence is used to support the competency
 - ◇ Explanation in detail of the process used to guide action and follow up as it relates to the entry
 - ◇ Explanation of the Technical Assistance Provider has used reflective practice to modify, adapt or improve technical assistance. Include a description or any innovative strategies used.

Evidence may take many forms. The participant should determine the best format for representing the competency (ies). Types of evidence may include: work plans; site visit notes; DVD (video); CD or audio tape; photographs; meeting agendas; technical assistance agreements; or classroom observations notes and recommendations.

Continued on reverse

Portfolio Organization

The portfolio should be compiled in a 3" binder with 8 tab dividers. The organization of the binder should begin with a Table of Contents page that list the tabs in the order below. For each tab/role there should be a portfolio entry that includes a cover sheet and the appropriate evidence.

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| 1) Introduction <ul style="list-style-type: none">- Personal Statement of Philosophy and Technical Assistance Approach- Professional Development Plan | 4) Facilitator of Change <ul style="list-style-type: none">- Entry cover sheet- Evidence | 7) Information Specialist <ul style="list-style-type: none">- Entry cover sheet- Evidence |
| 2) Partner <ul style="list-style-type: none">- Entry cover sheet- Evidence | 5) Joint Problem Solver <ul style="list-style-type: none">- Entry cover sheet- Evidence | 8) Caseload Manager <ul style="list-style-type: none">- Entry cover sheet- Evidence |
| 3) Needs Assessor <ul style="list-style-type: none">- Entry cover sheet- Evidence | 6) Trainer/Educator <ul style="list-style-type: none">- Entry cover sheet- Evidence | |

Rating

The portfolios will be reviewed and scored by a Portfolio Review Team using the **Portfolio Rating Scale**. This rubric is provided to give clear guidelines for the requirements for each portfolio entry and is aligned with the Portfolio Entry Cover Sheet.

The maximum score for each portfolio entry plus the introduction is 4 points for a possible total of 32 points. In order to qualify for the Early Childhood Technical Assistance Specialist designation the applicant must achieve 27 points or approximately 85% of the 32 maximum points available.

Submission Guidelines

- Complete portfolios must be received by January 1 or July 1; these are the only two opportunities per year for portfolio reviews. There are no exceptions.
- You must notify our office at least one month prior to the deadline of your intention to submit a portfolio. For example, if you plan to submit a portfolio for the January 1 deadline, you must notify our office by December 1.
- There are two options for submitting your portfolio:
 1. Mail two hard copies of your portfolio.
 2. Email an electronic copy of your portfolio. If you choose to email a copy, please contact our office prior to the deadline for instructions.
- Please keep a copy of your portfolio for your records. Your portfolio will not be returned unless special arrangements are made.
- A fee of \$125 will be charged for review and assessment of the portfolio.

Feedback

Applicants will receive the score for the portfolio and feedback to revise entries if needed within 60 days of submission. There is a one time opportunity to resubmit portfolio entries within 6 months of the original submission date.

Contact and Support

Please contact Karen Shetterley for questions about the assembly and submission of the portfolio.

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