

Early Childhood Director Search: Resume Screening

Ranking Resumes

Sifting through a pile of resumes can be overwhelming. Consider using this ranking system as a guide to help you identify the best candidates. Beneath the ranking questions are qualifications recommended by the Department of Human Services. Note that DHS qualifications vary by state.

Candidate Name:

Date Reviewed:

Evaluator:

Total Score (out of 23):

Recommendation: if a candidate scores above 10, s/he advances to the interview round.

		Score
Level of Education	No college/university	0
	Some college	1
	AA degree	2
	BA/BS	3
	MA/EdD/PhD	4
Early Childhood Teaching Experience	None	0
	1-3 years	1
	4-6 years	2
	7-9 years	3
	10 or more years	4
Jewish Early Childhood Teaching Experience	No	0
	Yes	1
Administrative Experience	None	0
	1-3 years	1
	4-6 years	2
	7-9 years	3
	10 or more years	4
Level of Administrative Position	None	0
	Other	2
	Preschool	4
Experience Evaluating Staff	Not evident	0
	Evident	1
Experience in Budget Development	Not evident	0
	Evident	1
Experience Writing Curriculum	Not evident	0
	Evident	1
Involvement in the Local Jewish Community	Not evident	0
	Evident	1
Resume Presentation	Poor	0
	OK	1
	Excellent	2

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Sample Qualifications, per the DHS

Again, note that DHS requirements and recommendations vary by state.

R9-5-401. Staff Qualifications

A licensee shall ensure that child care personnel meet the following qualifications for employment or volunteer service at a facility. A facility director is 21 years of age or older and provides the licensee with written documentation of one of the following:

1. High school or high school equivalency diploma and six credit hours or more in early childhood, child development, or closely related field in an accredited college or university, or 60 actual hours of instruction, provided in conferences, seminars, lectures, or workshops in the areas of early childhood, child development, or closely related field, and 24 months or more of child care experience;
2. N.A.C., C.D.A., C.C.P., or C.P.C. credential and at least 18 months of child care experience;
3. A minimum of 24 credit hours from an accredited college or university, including at least six credit hours of course work in the areas of early childhood, child development, or closely related field, and 18 months of child care experience;
4. Associate degree from an accredited college or university in the areas of early childhood, child development, or closely related field, and six months of child care experience; or
5. Bachelor degree from an accredited college or university in the areas of early childhood, child development, or closely related field, and three months of child care experience.