EUNICE FELIPA BARCENAS

EXPERIENCE

Montessori Escuela LLC

April 2023-present

Belmont

Director

- Supervise staff and write staff reports
- Create Agenda for and hold bi-weekly staff meetings
- Provide prospective parent tours
- Monitor and document student progress
- moderate daily teacher/parent communications
- Responsible for Budgeting and Business elements, restocking & ordering
- Maintain student and educator files in accordance with EEC regulations
- Maintain annual building inspections for fire, building, pest, and health

Montessori Escuela LLC

2016-2023

Belmont

Lead Preschool/Infant/Toddler Teacher Family Child Care

- Prepare Montessori Children's House lessons for toddler and primary age
- Enroll Children and maintain all paperwork
- Marketing and Website maintenance
- Responsible for Budgeting and Business elements

Montessori Escuela LLC

2015-2016

Belmont

Assistant Preschool/Infant/Toddler Teacher Family Child Care

- Assist preparation of daily lesson plans for Children's House
- Plan sequential units of study aligned with the Curriculum Framework through Grant Wiggins' backwards by design technique
- Differentiate instruction and implement teaching strategies in accordance with several IEP & 504 plans
- Maintain weekly contact with parents and students regarding student progress
- Regularly update student progress and observations in records binders
- Report monthly at professional development meetings
- Participated in numerous continuing education studies for EEC

EDUCATION

Montessori Institute of New England 2019-2021

Beverly, MA

- Early Childhood Montessori Primary Credential (2.9-6)
- 1200 Hours, GPA: 4.0

<u>American Montessori Society</u> (AMS) - Primary Montessori teaching credential at Montessori Institute New England (MI-NE) - extensive coursework (540 practicum hours):

 Course I: Practicum Seminars-A series of lessons based on readings from assigned Montessori and Child Development texts. This course prepares the learner for the Academic Workshop By inviting all participants to study the foundational materials for the Course prior to entry. (16 hours)

- Course II: Academic Workshop The Academic Workshop includes lectures, presentation of the Montessori Materials, Supervised Practice, Presentation of Classroom Management and Observation Techniques, Overview of School Leadership and Administration, Discussion of Album Requirements, Action Research and Curriculum Development.
- o Course III: **Child Development** Coursework includes: Theories of development, stages of development, areas of development: physical, cognitive, emotional, social; attachment theory, current research on brain development and special education. (32 Hours)
- o Course IV: **Montessori Principles & Philosophy** Coursework includes: History of Dr. Montessori's Life and Work, philosophy specific to the Montessori Method and Movement, role of the teacher/ directress, pedagogy, prepared environment, didactic materials.
- Course V: Observation Coursework includes: Lecture and documented observation in the field of a minimum of 9 different Montessori programs. (32 hours)
- Course VI: Practical Life Coursework includes: Care of Person,
 Care of Environment, Grace and Courtesy, and Control of Movement
 (36 Hours)
- Course VII: Sensorial Coursework includes: Visual, Tactile,
 Auditory, Olfactory, Gustatory, and Stereognostic Work (36 Hours)
 Course VIII: Language Coursework includes: Development of
 Speech, Pre-writing and Pre-reading Mechanics, The Function of
 Words, Grammar, Reading and Writing Programs, and Assessment
 Tools (36 hours)
- Course IX: Mathematics Coursework includes: Introduction to Number, The Four Operations in the Decimal System, Passage to Abstraction, Fractions and Higher Math (40 hours)
- Course X: Cultural Subjects Coursework includes History,
 Geography, Zoology, Botany, Ecology, Simple Machines, Astronomy,
 Geology, Social Studies, Art, Music and Movement. (29 hours)
- Course XI: Classroom Leadership/Management/Parent
 Education/School Administration Coursework includes:
 Professionalism, ethical behavior, introspection, classroom management, environmental design, community resource and referral, administrative issues, parental involvement and education, child rearing practices, financial and budgetary issues, childcare policy and legislation, health and safety in childcare. (15 hours)
- o Course XII: **Action Research Thesis Project** Development of action research on an area of interest or toward the enhancement of direct practice in the Montessori classroom.
- o Course XIII: **Practicum** The Practicum consists of a full-time classroom experience of at least **540 hours** (over a nine-month period) in a Montessori early childhood setting that provides the Intern with supervisory support in the classroom and periodic observation and evaluation. The purpose of the internship is to

provide the student with the opportunity for gradual, personal and practical experience as a Montessori Teacher. (16 hours)

- Course XIV: Art, Music, Movement (16 hours)
- Course XX: Parent Involvement/Education: Learn how to successfully integrate parents into the classroom and education them on pedagogy and philosophy. (8 hours)
- Course XXI: Evaluation Final review and examinations are a requirement of the MI-NE Teacher Education Courses. During Course IV, students complete their examinations and present their final projects. Upon successful completion, students are awarded an American Montessori Society (AMS) Early Childhood Credential or an American Montessori Society (AMS) Associate Early Childhood Credential.

Childcare Education Institute

2023

Deluth, GA

- Director II Certification
- ADM101WAdministrator Competency Statement 1
- ADM102WAdministrator Competency Statement 2
- ADM103Transportation and Field Trip Safety for Child Care Centers
- ADM103P1 Transportation and Field Trip Safety for Child Care Centers A Practical Application Course
- ADM103W Administrator Competency Statement 3
- ADM104WAdministrator Competency Statement 4
- ADM105Wasministrator Competency Statement 5
- ADM112: Program Leadership-Staff Retention and Motivation
- ADM113: Elements of Program Management
- ADM115: Successfully Marketing your Program
- CCE1015: Overview to the Online Director's Certificate Program
- CCEI059T: Principles from the NAEYC Code of Ethical Conduct
- CCEI1001: Curriculum: What is it and Why is it important?
- CCEI110A: Indoor Safety in the Early Childhood Setting
- CCEI110B: Outdoor Safetly in the Outdoor Childhood Setting
- CCEI112A: Child Abuse: Signs of Abuse and Reporting Requirements for Early Childhood Professionals
- CCEI114A:Health and Hygiene in the Early Childhood Setting
- CCEI114B: Recognizing Infectious Diseases in the Early Childhood Setting
- CCEI1200: Assessing Young Children: Part 1- Introduction to Assessment
- CCEI1350: The Developmentally Appropriate Classroom
- CCEI520: Parent Communications: Building Partners in the Educational Process
- CCEI520P1: Parent Communication: A Practical Application Course
- CCEI540A: Nutrition III Preventing Foodborne Illnesses: Sanitation and Hygiene in the Childcare Environment
- CCEI640: Creating a Mulitcultural Environment
- CCEI770: Making Time! Time Management Skills for Administrators
- CCEI891: Developmental Domains in Early Childhood Development

- CCEI951: Leadership and Mentoring: Growing your Staff
- CCEI951P1: Managing a Center: A Practical Application Course
- CCEI954: Building a Team Environment
- CCEI955: Effective Methods of Evaluating Staff
- CCEI956: Budgeting Basics for Directors: Part I
- CCEI957: Budgeting Basics for Directors: Part II
- CCEI957P1: Budgeting Basics for Directors: A Practical Application Course
- CCEI959: Legal and Regulatory Issues for Child Care Centers
- CCEI960: Staff Communication: Educational Partnerships
- CCEI962: Successful Staffing
- CCEI962P1: Recruiting and Interviewing: A Practical Application Course
- CCEI980: Customer Service for the Center Administrator
- FAM100P: Family Involvment: A Practical Application Course
- NFS101: Nutrition and Food Service in Early Learning Environments
- PROF100: Stress Management for Child Care Providers
- PROF105: Adult Learning: Theories and Strategies for Trainers, Coaches, and Directors
- SPN106: An Introduction to Inclusion and Children with Special Needs

Urban College 2018-2022 Boston, MA

- Early Childhood Education 106: Guidance & Discipline
- Early Childhood Education 104: Child Growth & Development
- Early Childhood Education 107: Early Childhood Curriculum
- Early Childhood Education 114: Infant & Toddler Curriculum
- Early Childhood Education 105: Observing, Recording & Assessing
- Early Childhood Education 132: Movement & Exercise with Children
- English097: Reading & Writing Skills ESOL I
- GPA: 3.9
- Total College Credit Earned: 21 credits

Harvard Extension School March 2023 Cambridge, MA

- Introduction to Family Engagement in Education
- The Health Effects of Climate Change

Massachusetts StrongStart EEC 2019- 2023 Online

- EEC Essentials (12 Hours)
- Child Abuse and Neglect (1 hour)
- Emergency Response (for Volunteers and Others not in ratio) 1 hour
- Emergency Response (1 hour)
- Potential Provider Meeting Group and School Age: Part 1 (1 hour)
- Potential Provider Meeting: Group and School Age Orientation (1 hour)
- Potential Provider Meeting: Group and School Age Part 2 (1 hour)
- Food Related Risk and Response (1 hour)

- Guidance for Reopening Child Care (1 hour)
- Hazardous Materials (1 hour)
- Infectious Diseases and Immunizations (1 hour)
- Introduction to Child Growth and Development (1 hour)
- Introduction to First Aid and CPR (.5 hour)
- Medication Administration (1 hour)
- Physical Premises Safety (1 hour)
- Safe Sleeping Practices (1 hour)
- Shaken Baby Syndrome (1 hour)
- Transporting Children (for drivers and monitors 1 hour)
- Transporting Children (1 hour)

Miscellaneous 2023 Boston, MA

- Montessori Conference-American Montessori Society: 25 CPD Hours
- Child Care Administration (online)
- American Red Cross: Pediatric First Aid/CPR/AED w/Epinephrine injector
- Autism Spectrum Disorder (Alison Online- 1 hour)

ADDITIONAL CERTIFICATES & COURSEWORK

Licensure:

- Family Child Care: Massachusetts Department of Early Eduation and Care for Children ages birth to 14 years of age, maximum capacity of 10
- Massachusetts Department of Early Education and Care: Lead Infant Teacher
- Massachusetts Department of Early Education and Care: Lead Toddler Teacher
- Massachusetts Department of Early Education and Care: Lead Preschool Teacher
- Massachusetts Department of Early Education and Care: Director I & Director II Level Administrative License
- Montessori Early Childhood Certification 2-6 year old-American Montessori Society
- Fluent: native language from home country of Vezuela where the first language is Spanish. Fluent in reading, writing, and speaking the Spanish language. Moderate ability to communicate in the English language.
- Extensive Computer Skills: including various Microsoft applications, Brighthweel, and Internet navigation