

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

American Montessori Society (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.
- 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)
- 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)
- 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.
- 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

- 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 Involvement: 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 Education 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, Brighthouse, and Internet navigation

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