

# ESCUELA NORMAL DE EDUCACIÓN PREESCOLAR



PORTAFOLIO

DOCENTE  
ALEJANDRA GAONA GARCIA

CICLO ESCOLAR  
2016-2017

# Visión

Ser una escuela normal dedicada a la formación inicial de licenciados en Educación Preescolar promoviendo la actualización y capacitación de sus docentes y egresados; reconocida como institución de educación superior acreditada y certificada por organismos nacionales e internacionales por su calidad educativa. Conformada por una comunidad profesional de aprendizaje con énfasis en los procesos de investigación, docencia, tutoría y asesoría, fomentando la movilidad de alumnos y docentes, respondiendo a una política de evaluación permanente que contribuya a la mejora continua de estrategias de aprendizaje en espacios adecuados y habilitados para consolidar una práctica educativa de excelencia, a través de una gestión institucional eficiente basada en la cultura de transparencia y rendición de cuentas, en el cumplimiento puntual de Planes y Programas capaces de atender a la formación de nuevas generaciones que demandan apertura en el uso de la tecnología e idiomas que le permitan asumir los retos de una sociedad globalizada en constante transformación.

# Misión

Formar docentes de Educación Preescolar, a través de planes y programas de estudio vigentes y del respeto irrestricto a los valores universales del hombre, cualificados para responder a las demandas sociales y a las necesidades de desarrollo de aprendizaje de la población infantil, con la calidad educativa, la equidad social y la excelencia humana que requiere el mundo globalizado y en constante transformación, de hoy.

# Autobiografía y Currículum Vítae

## \*\*\*\*\*AUTOBIOGRAPHY\*\*\*\*\*

My name is Mayela Alejandra del Carmen Gaona García. I am 37 years old (2014). I was born on a sunny day just before spring on march 20th June 1977 in Saltillo Coahuila México. I still live in my place of birth. I love to cook, decorate and spend time with my family.

My parents are Ismael Gaona and Maria del Carmen García. My dad started his own business with my mother's help, they settled a stationary store in 1990 where me and my three brothers helped around since very little. My oldest brother is divorced and works in the states, the older than me has Down Syndrome ,he just practices hand crafts and my younger is married and ran a cyber café.

I got married in 2000 and I gave birth to a beautiful girl her name is Xetzemany ( Nick name: Many 2003) then I divorced, but little later I met a tender guy his name is Javier Aaron, we have 11 years together and we have a son whose name is Javier (Nick name: happy 2008). They are the meaning of my life.

My early childhood was of a typical happy girl and meaningful every moment. I started my school education in a Catholic School, taught with values that contributed to form the person that I am. Later (in 1995) I decided to study Business Administration at Tecnológico de Saltillo where I spent such memorable moments, by that time I had the unforgettable experience to swap 1 year to Canada and visit some places.

During my career I enjoyed learning not only at school but also at work because I started to work in a Company just before graduate. My first experience was in Import/ Export, The job and payment got better as I became more experienced, leading to more confidence, that I could handle the job, regardless of what came along.

Later by a chance on my life I was encouraged to join The Normal School of pre-school Education where I work since 2003. It was a decision that changed the entire course of my life. Teaching is a long learning process that offers me an immense satisfaction of nurture my knowledge and skills for being a competitive element in my work. I'm confident and highly motivated with great challenges to face and any goal to pursuit.

## \*\*\*\*\*CURRICULUM VITAE\*\*\*\*\*

----- Mayela Alejandra Del Carmen Gaona García -----

\*985 Islas Carolinas St. \* Saltillo, Coahuila \* 25290 \* Tel: 8441013246 \* email-galejandra@hotmail.com

\*Focus: To have the opportunity to apply my knowledge in the education field.

\*Education: BussinesAdministration. Instituto Tecnológico de Saltillo

\* Saltillo, Coahuila \* February 2000 \* GPA. 9.0

\*Work experience:

School of Preschool Education \* Saltillo, Coahuila \* August,2003

\* Set goals and objectives for the school year.

\* Engaging students in learning English lessons, developing and implementing plan in English lessons.

\* Responsible for giving students well education and maintain discipline in accordance with school polices.

\* Encouraging students to ask and participate in class.

\* Stablishing effective classroom management.

\* Giving feedback to pupils.

\* Participating in after school extracurricular activities.

\* Listen to students and understand their concerns and needs.

\*Skills

\* Comprehensive knowledge of all relevant teaching laws, academic policies and administration regulations.

\* Using resources and technology to enhance lessons.

\* Modifying the coursework when necessary

- \* Experience in developing partnership with the school community.
- \* Having a good clear voice and able to stand for long periods in classroom.
- \* Preparing continuously in teaching techniques.

\*Professional Training:

\*CENNI C1 (National Certificate Of Language Level – Trinity College London)  
September, 2015

CENNI B2 (National Certificate Of Language Level – Trinity College London)  
September, 2014

\* TKT (Teacher knowledge Test - University of Cambridge)  
February, 2010

\* KLIL (Content Language Integrated Learning - University of Cambridge)  
April, 2009

\* CAL (Knowledge Advanced About Language - University of Cambridge)  
September, 2009

\* TDI (Teacher Development Interactive, Pearson publishing)  
November, 2007

\* Teacher Training – Autonomous University of Coahuila.  
November, 2002

# INGLÉS B1

## Programa del curso

[http://www.dgespe.sep.gob.mx/public/rc/programas/lepree/ingles\\_b1-\\_lepree.pdf](http://www.dgespe.sep.gob.mx/public/rc/programas/lepree/ingles_b1-_lepree.pdf)

## Planeación

[http://187.160.244.18/sistema/data/tareas/enep-00033/\\_Planeaciones/01-2011-0507-M95.DOCX](http://187.160.244.18/sistema/data/tareas/enep-00033/_Planeaciones/01-2011-0507-M95.DOCX)

## Encuadre

[http://187.160.244.18/sistema/data/tareas/enep-00033/\\_Planeaciones/E01-2011-0507-M95.PPTX](http://187.160.244.18/sistema/data/tareas/enep-00033/_Planeaciones/E01-2011-0507-M95.PPTX)

## Planeación diaria

[http://187.160.244.18/sistema/data/tareas/enep-00033/\\_Planeaciones/Diaria01-2011-0507-M95.docx](http://187.160.244.18/sistema/data/tareas/enep-00033/_Planeaciones/Diaria01-2011-0507-M95.docx)

## Acuerdos de evaluación

[http://187.160.244.18/sistema/data/tareas/enep-00033/\\_Planeaciones/Acuerdos01-2011-0507-M95.docx](http://187.160.244.18/sistema/data/tareas/enep-00033/_Planeaciones/Acuerdos01-2011-0507-M95.docx)

## Evidencias de aprendizaje

[http://187.160.244.18/sistema/data/tareas/enep-00033/\\_Planeaciones/Evidencias01-2011-0507-M95.docx](http://187.160.244.18/sistema/data/tareas/enep-00033/_Planeaciones/Evidencias01-2011-0507-M95.docx)

## Notas reflexivas

## Autoevaluación

[http://187.160.244.18/sistema/data/tareas/enep-00033/\\_Planeaciones/autoevaluacion01-2011-0507-M95.docx](http://187.160.244.18/sistema/data/tareas/enep-00033/_Planeaciones/autoevaluacion01-2011-0507-M95.docx)

## Coevaluación

[http://187.160.244.18/sistema/data/tareas/enep-00033/\\_Planeaciones/Coevaluacion01-2011-0507-M95.docx](http://187.160.244.18/sistema/data/tareas/enep-00033/_Planeaciones/Coevaluacion01-2011-0507-M95.docx)

## Heteroevaluación

[http://187.160.244.18/sistema/data/tareas/enep-00033/\\_Planeaciones/heteroevaluacion01-2011-0507-M95.docx](http://187.160.244.18/sistema/data/tareas/enep-00033/_Planeaciones/heteroevaluacion01-2011-0507-M95.docx)

# TUTORIAS PERSONALIZADA

Programa del curso

Curso cocurricular

Planeación

Encuadre

Planeación diaria

Acuerdos de evaluación

Evidencias de aprendizaje

Notas reflexivas

Autoevaluación

Coevaluación

Heteroevaluación