

CHATHAM COUNTY PARTNERSHIP FOR CHILDREN

NC Pre-K Coordinator

Temporary, Part-Time, .25 FTE

Job Description

Purpose

The NC Pre-K Coordinators (TWO, PART-TIME) will JOB SHARE to provide program oversight and monitoring to ensure that the NC Pre-K program is fully implemented in Chatham County. This will include on-site technical assistance in all approved and potential NC Pre-K classrooms as well as coordination with state and local agencies associated with the program. The NC Pre-K Coordinator serves as primary contact and liaison for the program in Chatham County. Well-developed communications skills, competent computer skills, and leadership abilities are necessary to perform the duties of the position.

A minimum of a B.S. degree in early childhood education or related field, plus at least 3 years experience in the field of early childhood education are required. The position reports directly to the Early Childhood Programs Manager. The duties include but are not limited to:

- Assists sites in the recruitment and placement of eligible children.
- Responsible for managing the on-line NC Pre-K Plan: entering required site and child data, changes to the slot allocations or other plan items as needed.
- Responsible for verifying and approving the eligibility of children based on the criteria established by DCDEE.
- Manage the NC Pre-K Kids On-line Reporting system including all data entry concerning sites and children and submission of monthly attendance reports.
- Provide site staff with training and/or support to enter their monthly attendance into the NC Pre-K Kids Program and review and validate the attendance reports monthly.
- Update and maintain children's files with documentation of eligibility as prescribed in the NC Pre-K Guidelines.
- Update and maintain files for all teaching staff documenting their professional credentials and qualifications as mandated by NC Pre-K Guidelines.
- Assist teaching staff with EESLPD, as required, to bring them into compliance with NC Pre-K Regulations within the time frame stipulated.
- Provide technical assistance as needed to NC Pre-K sites/staff to ensure compliance with NC Pre-K Program Regulations and Guidelines.
- Implement the NC Pre-K Site Monitoring Tool at every site/classroom yearly as required by NC Pre-K Guidelines.
- Manage the Teaching Strategies Gold on-line program; site slot allocations, additional slot purchasing, and new staff orientation and ongoing support to all site staff.
- Attend required meetings and webinars called by DCDEE.
- Serve as the support staff to the NC Pre-K Advisory Committee, assisting with preparation as needed and attends all Committee meetings.
- Coordinate with ECE Programs Manager to ensure timely and accurate communication between DCDEE, the CC Partnership for Children, and the NC Pre-K sites.
- Provide reports and presentations in coordination with the ECE Programs Manager to inform the Committee and Board as requested and needed.

- Assist with special projects and events as needed or requested.
- Perform other duties as assigned or requested.

REQUIREMENTS FOR THE POSITION: Program Coordinator Qualifications

Bachelor's degree in Early Childhood Education or related field AND a minimum of three years of direct classroom experience in early childhood education. Excellent verbal and written communication skills, including public speaking experience. Knowledge/understanding of NC Pre-K, Head Start, NC Child Care Rules and related programs. Strong administrative capabilities, including computer database management, experience in community collaboration, training and marketing skills, leadership/coaching skills, strong initiative, ability to work independently with minimal supervision, analysis and input of data, college level financial/computation skills, conflict resolution, and problem-solving abilities. Ability to collaborate and work effectively with people of diverse cultural and socioeconomic background.

WORK SCHEDULE: up to 10 HOURS PER WEEK (schedule coordinated with job partner, more hours may be available seasonally)

PHYSICAL REQUIREMENTS¹

- While performing this job the employee is:
 - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear.
 - Periodically required to stand; walk, stoop, kneel.
 - Occasionally required to lift up to 25 pounds.
 - Routinely required to drive a vehicle for business travel and must have a valid NC Driver's License with less than 4 points.
- Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer.

OTHER REQUIREMENTS

- Evening and Saturday work will be required about once per month.
- Access to personal vehicle for business travel is required.

SUPERVISION: Reports to the Early Childhood Programs Manager

Position Status: Temporary, Part Time
Classification: Grade 15, Non-Exempt
Salary Range: \$9,300.25 starting salary; \$9,765.50+ based on experience & education

¹ Reasonable accommodation will be provided when needed for an otherwise qualified candidate to perform the essential functions of this position.