

**Leadership Position Announcement**

Position Title: NC Pre-K Program Coordinator

Location: Asheboro, NC

Department: Child Care Services/Early Childhood Education

Supervisor: Director of Early Care & Education

Salary: $42,000-$44,000, plus comprehensive benefits

The Randolph Partnership for Children is a local non-profit strategically directing nearly $5M annually for young children and families in Randolph County. We seek an experienced and collaborative leader for our county’s NC Pre-K program.

**Primary Purpose of Position:**

The NC Pre-K Program Coordinator works with the NC Pre-K Committee, staff, sub-contractors, families, and other partners to ensure effective utilization of all NC Pre-K funding, and compliance with all related rules and regulations. The coordinator is responsible for recruiting eligible children, assisting families as comprehensively as possible, and providing coaching and consultation to early educators in NC Pre-K classrooms to ensure developmentally appropriate experiences for NC Pre-K children. A dual language speaker is ideal for this position as we welcome children and families of diverse cultures and nationalities. For the 2022-23 school year, 376 children are in Randolph County’s NC Pre-K program, which is administered at 11 educational sites across the county. Our current NC Pre-K budget is approximately $2.1M.

**Duties and Responsibilities:**

The NC Pre-K Program Coordinator position is dynamic, with many moving parts and pieces! Provided below is an encapsulation of the most essential elements of the position. Candidates reaching the interview stage of the recruiting process will be provided a copy of the detailed job description prior to the interview.

***Program Fidelity Throughout Program Development & Administration***

* Ensure the NC Pre-K Program is in full compliance with the Program Guidelines and Requirements and the Fiscal and Contract Manual and all related rules and regulations.
* Assure the NC Pre-K County Plan and NCPK – KIDS Reporting System are properly maintained and updated. (Budgets, child enrollment status, teacher hires/changes, etc.)
* Collect monthly attendance from all participating sites. Ensure that attendance is correct and submit attendance reports to the state for reimbursement. Submit attendance records to the Finance Director so that payments can be issued in a timely manner.
* Serve as primary staff liaison to the NC Pre-K Committee and assist them in setting agendas and conducting meetings in full accordance with Program Guidelines and Requirements.
* Assist the NC Pre-K Committee in maintaining required membership.
* Guide the NC Pre-K Committee in the Site Selection Process using guidance tools issued by DCDEE.
* Ensure that the NC Pre-K Committee develops required policies and plans as mandated by DCDEE.
* Ensure that participating sites have qualified staff (Director, Teacher, and Assistant Teacher). Report all teacher changes to DCDEE for approval.
* Collect quarterly report information from participating sites with a focus on results/outcomes from each site and compile data into one report to be submitted to the Program & Evaluation Director.
* Conduct onsite visits of NC Pre-K sites for monitoring and compliance with the Program Guidelines and Requirements. Based on onsite observations, make recommendations on areas for improvement. Report areas of concern to the Executive Director, the NC Pre-K Committee, and/or DCDEE.

***Children & Families***

* Manage the annual recruitment and placement of children for the NC Pre-K program:
  + Update program application as needed and distribute to families.
  + Score applications to ensure eligibility and enter the data into a spreadsheet by city and rank of the score.
  + Maintain a database of all children enrolled and on the wait list using NC Pre-K App through DCDEE.
  + Contact providers and parents in order to coordinate placement of children.
  + Work with participating sites to maintain enrollment.
  + Maintain current NC Pre-K child files onsite at RPC office, ensuring all files are accurate and complete.

***Quality, Developmentally Appropriate Learning Environments***

* Schedule and conduct on-site visits to NC Pre-K classrooms to offer on-site guidance on various topics ranging from daily routines and schedules to more complex behavior issues.
* Provide technical assistance to NC Pre-K sites on the Program Guidelines and Requirements, The Creative Curriculum® for Preschool, developmentally appropriate practice, the Environment Rating Scales, NC Foundations for Early Learning and Development, Preschool Pyramid Model (PPM), and/or other related social-emotional strategies and best practices.
* Connect early childhood professionals to other local, regional, and statewide early childhood resources and systems, as needed, including referrals to the school system’s Department of Exceptional Children.
* Demonstrate a working knowledge of NC licensing and sanitation requirements.
* Acquire and maintain proficiency in Environmental Rating Scales and/or other assessment instruments and assist educators in utilizing them for quality improvements in their classrooms.

**Minimum Qualifications/Requirements:**

* Must pass a criminal background check and credit check.
* Bachelor’s degree in Early Childhood or related field
* Four (4) or more years’ related experience as an early childhood professional. (Equivalent combination of education and experience considered.)
* Must have reliable transportation and valid driver’s license.

**Necessary Knowledge, Mindsets, and Abilities:**

* Understanding of current theory and practices of group child care and best practices for children.
* Knowledge of Child Care regulations, from the North Carolina Division of Child Development.
* Familiarity with Environment Rating Scales.
* Commitment to providing equitable access to high-quality, affordable early childhood opportunities for all children and families and responding to the barriers children and families face that have been created by historical and systemic oppression.
* Proficiency in Microsoft Applications.
* Excellent communication skills.
* Ability to adapt to and support a changing work environment and new demands.
* Attention to detail, and compliance with rules, regulations, and deadlines.
* A high level of organizational and interpersonal skills.
* Ability to work independently and as part of integrated team.
* Ability to lift up to 40 pounds.

**Benefits include:** Employer paid Health Insurance including vision and dental; paid vacation and sick leave, and 11 additional holidays; and 7% contribution to retirement account annually.

To apply, email a cover letter and resume to [kumfleet@randolphkids.org](mailto:kumfleet@randolphkids.org) by **October 14, 2022.** No phone calls please. The cover letter is required.