

**Alamance Partnership for Children
NC Pre-K Coordinator
Job Description**

Job Title: NC Pre-K Program Coordinator	Reports to: Program Director
Department/Activity: Child Care Services	Classification: Exempt
Supervises: 0 employees	Number of hours per Week: 40
Incumbent:	
Objective:	
The NC Pre-K Coordinator works to implement and manage the NC Pre-K Program in Alamance County. The program's goal is to provide quality pre-kindergarten classrooms located in various early childhood environments (i.e. Head Start, Child Care Centers, Public School System) with an emphasis on preparing at-risk children for kindergarten.	
Responsibilities:	
<ul style="list-style-type: none"> • Provide leadership, guidance, and support to NC Pre-K classrooms and sites. • Ensure that with children who would meet the qualifications to attend an NC Pre-K classroom are identified, recruited and educated about the program. • Maintain good working relationships with local and state organizations such as the Division of Child Development & Early Education, Early Educator Support Licensure & Professional Development Office, NC Partnership for Children, Alamance Burlington School System, Head Start, etc. • Have thorough knowledge of the NC Pre-K Guidelines and Requirements and assure that programs achieve NC Pre-K standards. • Ensure that quality assessments are completed to evaluate strengths and weaknesses in both curriculum fidelity and overall quality of the NC Pre-K Programs. Assist and collaborate with directors and teachers to develop plans and goals to make quality improvements based on those observations and assessments. • Monitor NC Pre-K sites in accordance with NC Pre-K Guidelines and Requirements. • Maintain on-going, written, verbal, and personal contact with early childhood programs participating in the NC Pre-K program. • Maintain & assure accuracy of Alamance County's information in the NC Pre-K Plan, NC Pre-K Kids and NC Pre-K APP databases. • Create and present training, provide technical assistance, and make recommendations on current issues in the field of early childhood education and topics identified during on-going needs assessments and planning. • Write, edit, and produce reports including updates and evaluation that are required by NC Pre-K and/or the Alamance County Partnership for Children. Execute NC Pre-K Contracts & Amendments for all subcontractors. • Attend meetings and training related to quality preschool education and NC Pre-K. • Coordinate NC Pre-K teacher training needs with Alamance County CCR&R staff. • Serve as a resource person on issues and policies surrounding preschool children and their families. • Advocate for Alamance County Partnership for Children; quality, affordable early childhood programs; and other local, state, and national programs that enable young children and their families to reach their fullest potential. • Monitor the NC Pre-K budget and allocation of funds to ensure that all available funds are utilized. Establish a plan to spend direct service funds that accrue during the year. Ensure that subcontractors are paid monthly based on attendance. 	

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- Coordinate the NC Pre-K Committee meetings and conduct annual planning for NC Pre-K.
- Complete & submit monthly attendance reports to DCDEE. Monitor child attendance in accordance with the attendance policy & follow up with subcontractors on excessive absences.

Requirements:

Education/Experience:

- Bachelor's degree in early childhood education or child development

Special skills/Training:

- Knowledge of curriculum and assessment tools (i.e. Creative Curriculum and DIAL4)
- Familiarity with North Carolina Child Care Regulations and Licensing Requirements, developmentally appropriate practices, *North Carolina Foundations for Early Learning and Development* and *Early Childhood Environment Rating Scales*.
- Solid computer skills in the following applications: Windows, Word, Outlook, Excel,
- **Valid NC Drivers License.**

Additional education/experience/skills/training preferred:

- Teaching and/or administration experience in a child care or public school setting.
- Ability to provide leadership, guidance, and support in beginning a project, making plans, setting goals, and moving toward completion.
- Ability to multi-task, prioritize, and meet deadlines.
- Ability to respond to changes in any aspect of the NC Pre-K Program within a limited period of response time.
- Ability to establish positive, productive working relationships with others.
- Experience in developing and presenting information and training to people and programs of diverse backgrounds.
- Ability to communicate effectively regarding the NC Pre-K Guidelines and the documentation required.