

**Partnership For Children of Cumberland County, Inc.
Fayetteville, NC**

**Position Description Plan
Job Description**

Title of Position: NC Pre-K Coordinator

Salary Range: \$33,675-\$37,884

Supervisor's Name and Title:

Early Education Administrator

Direct Reports:

1.	Early Childhood Pre-K Data Specialist
2.	

FLSA Status:

Regular, Full Time

Date of Next Review:

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Primary Purpose of Position

The NC Pre-K Coordinator works to improve the quality of NC Pre-K services by ensuring the provision of targeted and customized services that support high quality preschool environments to include the recruitment and retention of qualified teaching staff. Additionally, the NC Pre-K Coordinator coordinates the evaluation and monitoring of NC Pre-K sites to ensure contract compliance and adherence to programmatic guidelines. The NC Pre-K Coordinator supervises staff and provides guidance and tools needed to be successful in meeting programmatic requirements and goals.

Duties and Responsibilities

Supervisory Functions:

- Supervise staff by displaying model behavior, maintaining open lines of communication and being clear about roles, responsibilities, and relationships.
- Ensure that expectations and goals are clearly communicated and current.
- Monitor service delivery regularly to ensure services are being implemented to model fidelity.
- Conduct performance evaluations according to established systems and policies.
- Review timesheets and expense reports, and promptly address and resolve problematic issues.
- Maintain staff by recruiting, selecting, orientating, and training staff.
- Work with staff to develop professional development plans that include the attainment of higher education, annual training hours, and plan for implementing acquired knowledge.

- As needed, provide guidance, technical assistance, and training to staff that fosters professional growth and delivery of high quality services.

Technical Assistance and Training:

- Provide site level technical assistance and training to reinforce the standards established by the Division of Child Development and Early Education (DCDEE) for NC Pre-K.
- Provide consultation and coaching on site management and business practices through the use of the Program Administration Scale (PAS).
- Provide support to NC Pre-K sites in the recruitment and retention of qualified teaching staff.
- Identify child care facilities that may be candidates for NC Pre-K, and provide guidance on the site application process.
- Work closely with the High Quality Maintenance activity in fielding requests for technical assistance on the classroom level.
- Develop and facilitate ongoing training and work closely with other departments and community partners to address child care issues in the community.
- Ensure trainings are high quality and adheres to the International Association for Continuing Education & Training (IACET) guidelines while conducting and providing trainings for ECEPs who will obtain Continuing Education Units (CEU) from the training.

Accountability and Quality Assurance:

- Coordinate the evaluation and monitoring of NC Pre-K sites to ensure contract compliance and adherence to programmatic guidelines.
- Serve as lead staff person in the annual development and maintenance of the NC Pre-K Plan database.
- In coordination with the Planning, Development and Communications Unit (PD&C), enter and maintain programmatic data into the Grant Evaluation Management System (GEMS).
- When applicable, compile and input data for services and required reports.
- Run and review data reports for program oversight and staff supervision purposes.
- Use data to inform practices and make improvements when needed.

Outreach:

- Serve as an agency representative during on-site visits; speak at various meetings, associations, classes, and workshops to recruit child care facilities to receive services.
- May contribute articles to the PFC newsletter and other public awareness materials that promote the utilization of services, as needed.
- Support PFC staff to encourage community participation in advocacy events; assist with implementation of in-house advocacy activities to promote PFC activities and services.
- Direct promotional efforts combining public education information with appropriate incentives; determine appropriate responses to information requests by disseminating information to appropriate support staff and coordinating methods by which they will respond.
- Promote and expand the development of collaborative relationships internally and externally to maximize PFC resources for improved services to the community.
- Through community contacts, identify organizations whose goals and purposes coincide with those of PFC in an effort to engage them in collaborative activities.
- Travel within the service delivery area to recruit and inform potential child care facilities regarding the availability and utilization of PFC services.

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In addition:

- The NC Pre-K Coordinator must be proficient and reliable in early childhood assessment tools to include the Environment Rating Scales, the Program Administration Scale and the Classroom Assessment Scoring System (CLASS).
- In the event the NC Pre-K Coordinator possesses bilingual skills, the incumbent may be required to perform translation services at the direction of the President.
- The NC Pre-K Coordinator will attend committee meetings and participate in community events and PFC sponsored events at the direction of the President.
- It is the responsibility of all staff to contribute to the positive work environment at PFC.
- PFC staff may work multiple grant activities: time worked will be allocated as appropriate.
- PFC staff may work in other counties at the direction of the PFC President or designee; time worked will be allocated as appropriate.
- PFC employees will abide by the PFC policies and procedures and confidentiality statement in regards to working with sensitive information.
- The NC Pre-K Coordinator is responsible for other duties as assigned and tasks may vary depending on assigned unit.

ESSENTIAL FUNCTIONS :(3)

Non – Exempt/ Supervisor

1. Provides input into department/division objectives/long range plans; assures all goals are met in areas of responsibility; provides input into annual work plans, programs, staffing requirements, equipment requirements, and related budgets, as appropriate; acknowledges and abides by all PFC established policies and procedures.
2. Assures the technical and/or professional expertise of subordinates; assures participation in all required training programs; encourages individual career development.
3. Creates and maintains an atmosphere conducive to good employee/management relations; recognizes the rights of individual employees; addresses problems affecting employee/management relations.
4. Assures the productivity and quality of work for all areas of responsibility; identifies/recognizes/analyzes problems; selects and implements sound/timely/effective solutions; promotes participation, cooperation, and teamwork; adjusts leadership style to individual, group, and/or situation needs.
5. Responds to concerns/complaints (internal and/or external) in a professional/timely manner; communicates concerns/complaints to immediate supervisor, when appropriate; maintains composure at all times.
6. Reviews the performance of staff to encourage growth and development; provides on- going feedback with frequent contact with employees.
7. Performs timely employee reviews in accordance with organizations policies/procedures; applies appraisal process accurately and impartially; corrects performance deviations; subordinates, collectively, meet 90% of their standards.

8. Prioritizes work, based upon project requirements, to ensure effective utilization of available resources; anticipates needs; provides accurate and timely reports in all areas of responsibility.
9. Interacts with other departments and/or providers of service; assures information that affects other employees/providers is communicated to the proper recipients.
10. Takes initiative to accomplish goals; demonstrates ability to learn the job; develops and maintains appropriate skills for the position.

Knowledge, Skills, and Abilities:

1. Knowledge of early childhood rating scales, early childhood education, applicable NC and national child care licensure, registration, and accreditation rules and regulations.
2. Ability to make decisions and to take action within the boundaries of the position;
3. Capacity to accept and follow through on assigned responsibilities with minimal guidance;
4. Ability to establish and maintain effective working relationships with Board and/or Committee members, supervisors, peers, child care providers, parents, community agencies, and other resources;
5. Ability to maintain confidentiality of information in the performance of duties;
6. Possesses strong interpersonal skills that allows for appropriate interaction with personnel in the state, in the community, and within the agency;
7. Ability to communicate and express ideas clearly and concisely, verbally and in writing, and to plan and execute work effectively within a specified time frame;
8. Ability to foster an environment that minimizes consequential errors;
9. Superior organizational skills, with capacity to provide assistance in educational program development and evaluation; demonstrates ability to perform rating scale and technical assistance visits;
10. Superior data entry and computer database maintenance skills; works competently with the computer and related software, calculator, telephone, copy machine, and other equipment, as required.
11. Ability to carry out functions with minimal supervision.

Education and Experience - Minimum Requirements:

1. Bachelor's Degree in Early Childhood Education, (Birth to Kindergarten, preferred), or related field.

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2. Minimum three to five years' work experience required; prefer experience working in child care setting.
3. Computerized database experience.
4. Additional experience in child care management, budgeting, staff development and supervision may be substituted for some of the formal education requirement provided the requisite skills have been obtained.
5. Certified in Early Childhood Environment Rating Scales.
6. Valid driver's license.

Physical Requirements:

The NC Pre-K Coordinator must be able to perform *Essential Functions* of the position.

Employer's Rights: This job description is general in nature and illustrative of the kind of duties and responsibilities required of this position. It is not exhaustive and does not contain a detailed description of all of the duties that may be required of the incumbent occupying this position.

Created /Evaluated		Description of Changes
Created	January 5, 2017	