

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

**Position Description Plan
Job Description**

Title of Position: NC Pre-K Coordinator

Supervisor's Name and Title:

CCR&R Vice President

Direct Reports:

1.	Pre-K Data Specialist
2.	Pre K Program Specialist

FLSA Status:

Regular, Full Time

Date of Next Review:

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Primary Purpose of Position

The North Carolina Pre-Kindergarten Program (NC Pre-K), funded by the North Carolina General Assembly, is a community-based pre-kindergarten initiative designed to prepare at-risk four-year-olds for success in school. The NC Pre-K Coordinator is responsible for the administration and oversight of NC Pre-K to ensure contract compliance on the contract administrator and site levels. The NC Pre-K Coordinator reports directly to the CCR&R Vice President.

Duties and Responsibilities

Supervisory Functions:

- Supervise staff by displaying model behavior, maintaining open lines of communication and being clear about roles, responsibilities, and relationships.
- Develop, review and revise policies and procedures.
- Ensure program requirements, policies, and procedures are effectively communicated and followed at all times.
- Monitor service delivery regularly to ensure services are of high quality.
- Conduct performance evaluations according to established systems and policies.
- Review timesheets, 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.

Program Administration & Quality Maintenance Support:

- Serve as the main point of contact for the NC Pre-K program and ensure the program meets programmatic and contractual requirements.
- Oversee the coordination of NC Pre-K committee meetings and provide guidance and recommendations to the NC Pre-K committee regarding programmatic, fiscal, and contractual matters.
- Work in conjunction with the Grants Manager to manage the NC Pre-K budget to include the administrative and service budgets with the goal of ensuring that all available funding is utilized.
- Supervise the ongoing recruitment and retention of NC Pre-K children through the application, eligibility screening, prioritization, and enrollment processes.
- Oversee the ongoing recruitment of NC Pre-K sites through the site application and selection processes.
- Provide supervision for the development and maintenance of the NC Pre-K Plan, NC Pre-K APP and NC Pre-K Kids database systems.
- Ensure the maintenance of high quality learning environments by providing oversight to the coordination of training and technical assistance to NC Pre-K sites.
- Serve as the lead staff expert and resource on school readiness and collaborate with community partners to ensure successful school experiences upon entering kindergarten.

Evaluation and Monitoring:

- Coordinate and conduct the evaluation and monitoring of NC Pre-K sites to ensure contract compliance and adherence to programmatic guidelines.
- Work in conjunction with the Grants Manager in the preparation of contractor monitoring tools.
- When applicable, work with the Planning) and Evaluation activity, to 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 childcare 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 childcare facilities regarding the availability and utilization of PFC services.

In addition:

NC Pre-K Coordinator (continued)

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- 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.

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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 assessment tools, early childhood education best practices, and applicable NC childcare licensing 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 , Elementary Education, Education Administration, Human Services, Business, Public Administration or other related field.
2. Minimum three to five years' related work experience with at least two years' experience supervising staff; prefer experience working in school administration.
3. Computerized database experience.
4. Budget and contract management experience.

5. 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	
Re-Evaluated	February 2018	Removed TA and Training and added Program Administration and Quality Support