



JOB TITLE: NC Pre-K Program Support Specialist
DEPARTMENT: Program and Evaluation
REPORT TO: Director of Early Childhood Systems
HOURS and SCHEDULE: Full-time, 30 hours per week (6 hours/day, 5 days/week)
POSTED: October 18, 2017
DEADLINE: Open until filled

JOB PURPOSE AND OVERVIEW

Durham's Partnership for Children seeks to fill the position of NC Pre-K Program Support Specialist dedicated to ensuring that children in Durham enter school ready to succeed. The NC Pre-K Program Support Specialist will work with the Program and Evaluation team with a primary focus on the NC Pre-K program. This individual will also assist in planning and support activities related to compliance with Durham's Partnership for Children, local, state, and federal policies and guidelines.

The NC Pre-K Program Support Specialist maintains current knowledge of NC Pre-K Program requirements and procedures to communicate to the community and participating programs; provides ELL (English Language Learner) support for pre-k classrooms and teachers at participating private childcare sites; offers technical assistance to maintain NC Pre-K Program requirements and improve program quality; participates in the Universal Pre-K recruitment and application intake process; assists in determining eligibility for the NC Pre-K Program within the requirements set forth by DCDEE; shares data entry responsibilities.

Requirements:

Must be bilingual in Spanish. Minimum Education and Experience – Bachelor's degree in early childhood or related field and two years' relevant experience. The successful candidate will have strong administrative skills, be committed to maintaining standards for high-quality child care, have knowledge of child care regulations, and understand coaching and technical assistance best practices. Key abilities include building positive relationships with collaborating programs, volunteers and community members; working independently and efficiently with a diverse group of people and programs; exemplifying highly organized, detailed oriented work with excellent oral and written communication skills in English and Spanish; computer proficiency, including data entry, spread sheets, and simple design work.

Annual compensation is in the mid-high 20's (for .75 FTE) with competitive benefits package and 401(k). Please submit a cover letter and resume in one PDF document to mail@dpfc.net, with **NC Pre-K Program Support Specialist** in the subject line. **Special note:** The long-term continuation of this position is contingent upon funding.

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