



**JOB TITLE:** Pre-K Teacher Quality Specialist

**DEPARTMENT:** Program and Evaluation

**REPORT TO:** NC Pre-K Manager

**SALARY RANGE:** mid 30s- low 40s

**HOURS:** Full time, 40 hours

**POSTED:** October 2021

**DEADLINE:** Open until filled

### **JOB PURPOSE AND OVERVIEW**

Durham's Partnership for Children seeks to fill the position of Pre-K Quality Specialist. This individual will work with the Program and Evaluation team focused primarily on the NC Pre-K and Durham PreK programs that provide high-quality education to eligible 4 year olds in Durham County.

The Teacher Quality Specialist is responsible for observing and providing feedback to the teaching staff for Durham's NC Pre-K program. The Teacher Quality Specialist will implement the coaching plan and utilize a variety of formats to efficiently coach the teaching staff. The Specialist will also develop a plan for goal setting, professional development, and resources available for participating NC Pre-K programs. The Coach must work closely with the teaching staff therefore, must have excellent communication skills, both written and oral and have knowledge of working with, and teaching adults.

This position is responsible for:

- Build relationships with teachers and directors through effective communication, cultural responsiveness, and knowledge of adult learning principles.
- Conduct site visits, classroom observations while applying models of problem solving, conflict resolution, consultation, mentoring, and coaching to lead those receiving TA to create positive change.
- Work collaboratively with Durham PreK TA team and other Pre-K partners to plan professional development calendar
- Attend relevant workshops and professional development opportunities to improve professional practice.
- Extensive knowledge of early childhood education and child development.
- Ability to be sensitive and mature individual who is able to relate well to both children and adults.
- Experience teaching adults and how to aid in supporting adult growth.
- Ability to translate theory and professional training into practical solutions.
- Ability to provide for a trans-disciplinary approach to presenting information and conducting interventions.
- Knowledge of NC Pre-K program, the Creative Curriculum, and Teaching Strategies Gold.
- Performing other duties as assigned.
- Must be available to work some evenings and/or weekends as necessary.
- Must have a valid driver's license and regular access to an insured, registered vehicle.

### **Specific Requirements:**

Bilingual in Spanish preferred. Minimum Education and Experience – Bachelor's degree and five years' experience teaching or coaching. Working knowledge of current principles in culturally responsive educational practices. Knowledge of child care regulations, standards for high quality child care, standards for best practices for typically and non-typically developing children. Ability to build positive relationships with teachers, administrators, and community partners. Must be able to work independently and efficiently with a diverse group of people and programs. Excellent oral and written communication skills. Detail-oriented, organized, can set goals and meet deadlines. Technologically capable with Microsoft Office products. Ability to respond to common inquiries or concerns from the public.

Durham's Partnership for Children is an equal opportunity employer committed to diversity, equity, child safeguarding, and inclusion.

Annual compensation is in the mid 30s-low 40s with competitive benefits and generous 401(k). Please submit a cover letter and resume to [mail@dpcf.net](mailto:mail@dpcf.net) with "Pre-K Teacher Quality Specialist" in the subject line.