

Job Description

Durham's Partnership for Children

Job Title:	NC Pre-K Program Specialist	Reports To:	NC Pre-K Manager
Classification:	Non Exempt	Department:	Program and Evaluation
Effective Date:	9/20/2021	Salary:	Low-mid 30's

Job Statement: The NC Pre-K Program Specialist works with the NC Pre-K Manager and Direct Service Providers (DSP) to assist in planning, evaluating and monitoring activities related to assure compliance with Durham's Partnership for Children (Partnership), local, state, and federal policies and guidelines.

Duties include, but are not limited to:

1. Maintains current knowledge of NC Pre-K Program requirements and procedures to communicate to the community.
2. Responsible for inputting information in NC Pre-K Kids attendance reporting system and NC Pre-K APP application, prioritization and placement system.
3. Participates in the UPK recruitment process
4. Participates in the UPK application intake process
5. Assists in determining eligibility for the NC Pre-K Program within the requirements set forth by DCDEE.
6. Collaborates with partnering agencies to consistently maintain a Pre-K wait list.
7. Works with Sub Contractor's to maintain enrollment throughout the school year.
8. Develops and maintains internal programmatic filing systems.
9. Provides administrative support to the department as needed.
10. Represents the NC Pre-K Program as needed.
11. Participates in Partnership-wide activities as needed.
12. Any other projects, tasks or assignments considered necessary for the well-being of the agency.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific Requirements:

- 1) Must be bilingual in Spanish
- 2) Minimum Education and Experience – Bachelor's degree and two years' experience.
- 3) Understanding of current theory and practices of group childcare. Knowledge of child care regulations, standards for high quality child care, standards for best practices for typically and non-typically developing children is required.
- 4) Ability to build positive relationships with volunteers and community members.

- 5) Knowledge of policies and procedures for funded partners from NC Pre-K, the Partnership, local, and state.
- 6) Must be able to work independently and efficiently.
- 7) Ability to work with a diverse group of people and programs.
- 8) Excellent oral and written communication skills.
- 9) Detail-oriented, organized, can set goals and meet deadlines.
- 10) Word processing and spreadsheet and graphics skills. Ability to use or learn to use email and Internet/intranet applications.
- 11) Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to common inquiries or complaints from child care providers, clients, regulatory agencies, or members of the business community. Ability to write reports and proposals. Ability to effectively present information to management officials, public or community groups, and/or board of directors.

Certifications, Licenses: Valid North Carolina driver's license

Safety, Security and Confidentiality: This position requires keeping complete confidentiality of all children's information and protecting the confidentiality of all child care facility files and records.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, speak and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environments: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An individual in this position will be exposed to conditions typical of traveling office staff.

Updated: September 2021