

**Guilford County Partnership for Children (GCPC)**  
**Director of NC Pre-K Job Description**

**Position:** Director of NC Pre-K  
**Status:** Full Time/ Exempt  
**Location:** Greensboro, NC  
**Supervisor:** Executive Director  
**Salary:** Commensurate with years of experience and credentials

The **Guilford County Partnership for Children** is a local non-profit strategically directing over \$17M annually for young children and families in Guilford County. The majority of our funding comes from state and federal funding contracts with the NC Partnership for Children, and the NC Division of Child Development and Early Education (DCDEE). Additional funding comes from local foundations, corporate and individual giving. GCPC is part of North Carolina's nationally recognized, statewide Smart Start network. *Our mission is to ensure that all Guilford County children ages birth to five are emotionally, intellectually, and physically ready for success in school.*

**Our school readiness investments include equitable access to:**

- **High quality childcare** for vulnerable 4-year-old children. The NC Pre-K program funds over 2,000 high quality preschool slots within 40 classrooms at private childcare sites, 52 within Guilford County Schools, and 30 within Guilford Child Development.
- **Professional development for early childhood teachers and caregivers** in quality improvement, family engagement, inclusion, classroom management, and childhood obesity prevention. Training in trauma informed teacher-child interactions is also offered to ensure emotionally responsive, age and culturally appropriate learning environments. Childcare Health Consultants are also available to ensure adherence to health and safety standards. Peer coaching, community learning, and workforce retention support is also offered.
- **Family support services** including evidence-based home visiting programs such as Parents as Teachers, Healthy Start, and Guilford Family Connects. Some individualized mental health services are available for children participating in NC PreK. Pre-natal and neonatal intensive care support is also available.
- **Early literacy programs** (Reading Connections, Learning Together, Reach Out & Read, Dolly Parton Imagination Library)

**The Guilford County Partnership is seeking an experienced and collaborative leader for its NC Pre-K grant. This important leadership position requires an individual with a commitment to strengthening the system of early care and education for preschool children and the ability to effectively lead and support NC Pre-K staff, sub-contractors, and community partners.**

**The Guilford County Partnership for Children is an equal opportunity employer that is committed to diversity and inclusion in the workplace.** We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, or any other protected characteristic as outlined by federal, state, or local laws. GCPC makes hiring decisions based solely on qualifications, merit, and organizational needs at the time.

**Benefits include:** Employer paid Health Insurance including vision and dental; paid vacation and sick leave, and 13 additional holidays; and 7% contribution to retirement account annually.

To apply, email a cover letter and resume to [operations@GuilfordChildren.org](mailto:operations@GuilfordChildren.org) by **Aug. 26, 2022**. No phone calls please. The cover letter is required.

## **SUMMARY**

The Director of NC Pre-K works with the NC Pre-K Committee, staff, sub-contractors, and other partners to *ensure effective utilization of all NC Pre-K funding, and compliance with all related rules and regulations.*

## **CONTRACTS AND FINANCE**

- Work with the Executive Director and Director of Finance to draft an annual budget of \$11M+ budget for on-time presentation to the NC Pre-K Committee and submission to DCDEE
- Work with the Executive Director and Director of Finance as needed to develop budget amendment and/or contract amendment requests as needed
- Review monthly incoming attendance and invoices from NC Pre-K sub-contractors
- Review draft reimbursement invoice submitted to DCDEE
- Coordinate fiscal and contracting monitoring throughout the year
- Monitors and ensures high quality delivery of pediatric mental health services funded by the NC Pre-K grant
- Report concerns about teacher or assistant credentials or other sub-contractor issues that may affect qualification for DCDEE reimbursement within three business days to Executive Director

## **DATA DRIVEN PLANNING**

Ensure that the budget, training, and other programmatic and resource planning is *directly linked to sub-contractor needs based on survey and focus group results, program related data, and in compliance with grant rules*

- Ensure that all sub-contractors have the training, resources and support they need to offer evidence based, high quality learning experiences for all NC Pre-K students
- Ensure all staff and sub-contractor adherence to the NC Pre-K Program Guidelines and Requirements by providing high quality and user-friendly training throughout the program year.
- Ensure all teachers and teacher assistants working in a NC Pre-K classroom have the DCDEE required credentials and report concerns with 3 business days to Executive Director
- Plan the annual training calendar with respect to market needs, current sub-contractor performance, and awareness of other funded TA and training in the Guilford County market. Draft calendar should be ready for review by April 1 each year.
- Coordinate annual sub-contractor surveys to maintain awareness of on-going technical assistance and training needs and report survey results to the NC Pre-K Committee
- Plan annual and on-going NC Pre-K marketing and recruiting efforts based on pace of application completion and number of slots utilized
- Design and coordinate the *Calling Early Educators* training initiative to reach the goal of 100 new teacher assistants with the required level of credentials by June 30, 2023
- Plan and facilitate site interest meetings bi-annually. Follow up with potential sites individually to discuss fit, capacity, and preparation for application.

## **COLLABORATIVE PROGRAM IMPLEMENTATION AND OVERSIGHT**

- Lead planning for program monitoring required by DCDEE within all NC Pre-K classrooms. Ensure staff and independent contractor with assigned monitoring responsibilities report concerns or challenges in a timely manner.
- Lead NC Pre-K staff with strong annual, quarterly, and monthly planning; regular and productive team and individual meetings
- Plan and request training needed for NC Pre-K staff annually to ensure that technical assistance expertise remains in line with current needs, field advancements and grant expectations. Collaborate with Child Care Resource & Referral, Bringing Out the Best, EQuiPD, Healthy Social

Behaviors, Early Educator Unit, Head Start, Child Care Health Consultants to ensure support aligned training efforts across Guilford County.

- Ensure applications are processed in a timely manner and that all documentation is obtained and recorded; and that the NC Pre-K application process remains in full compliance with DCDEE rules.
- Work with the NC Pre-K team to ensure the placement process is in accordance with DCDEE rules, timely and supportive of families.
- Plan and facilitate NC Pre-K regular private provider meetings
- Collaborates with the EESLPD Unit to offer Evaluation and Mentoring services for NC Pre-K teachers at private sites (attend required EESLPD meetings and training, maintains strong relationship with the regional lead, and maintains teacher evaluations in Home Base)

#### **LIASON TO NC's DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION (DCDEE)**

- Attend regional meetings held by DCDEE and remain well informed about impending policy or program changes. Communicate policy changes to Executive Director and Director of Finance as changes are announced.
- Maintain a positive, active and collaborative relationship with DCDEE staff; include Executive Director and Director of Finance on formal communication to DCDEE.

#### **FACILITATE NC PRE-K COMMITTEE MEMBERSHIP AND MEETINGS**

- Support diverse and committed committee membership and co-chairs
- Plan the annual meeting schedule and distribute in advance
- Prepare and distribute agendas and minutes from prior meetings 1-2 weeks in advance
- Support the Committee in the Site Selection process by providing training and clear guidelines for the process
- Ensure the Committee develops required policies and plans as mandated by DCDEE
- Provide quarterly updates on budget, slot allocation, slot utilization and site/sub-contractor performance
- Obtain and report Committee information to DCDEE in a timely manner

#### **DATA AND EVALUATION**

- Provide team oversight on accurate entries and efficient entry process in PLAN and KIDS.
- Lead and oversee data collection as directed by DCDEE and other state agencies.

#### **COMMUNITY RELATIONSHIPS AND OUTREACH**

- Work with GCPC staff, NC Pre-K Committee, and community partners to ensure that information about the NC Pre-K program is widely and routinely distributed with special attention to agencies or areas serving vulnerable children.
- Maintain positive relationships with GCPC staff, Guilford Child Development (including Head Start and CCR&R staff), Guilford County Schools, the NC Pre-K Committee, all sub-contractors, community partners and the families we serve.
- Plan and provide "recruiting" training for NC Pre-K sub-contractors annually to ensure confidence and progress towards site recruiting goals
- Work with NC Pre-K team to assign new relationship building activities among private childcare centers not currently participating in NC Pre-K
- Attend meetings and support membership in Guilford Early Learning Collaborative (GELC), Children's Health and Technical Assistance (CHaT), and Local Inter-Agency Coordinating Council (LICC)
- Promote and support utilization of WAGE\$, TEACH, and other resources for teachers, directors and assistants as appropriate

**ADDITIONAL DUTIES**

- NC Pre-K research and or planning research and planning as assigned by the Executive Director or NC Pre-K Committee
- Prepare quarterly reports for GCPC Board presentation
- Attend quarterly GCPC Board meetings
- Attend monthly GCPC Management Team meetings

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in Early Childhood, Public Administration or related field (Master's degree preferred)
- Five or more years of experience managing a minimum of \$1M in publicly funded social impact/education related contracts
- Must have knowledge of early childhood education assessment tools and maintain awareness of emerging tools (i.e.. ERS, CLASS, ITRS, BAS and PAS)
- Must have experience and some knowledge of evidence-based curriculum (related training and resources, and fidelity to model monitoring)
- Experience with NC Early Learning Standards (Foundations & Infant/Toddler Early Learning Standards)
- Must maintain working knowledge of North Carolina childcare rules and regulations
- Must learn and/or maintain strong awareness about all local initiatives, organizations and agencies that serve young children and families, and higher education options for childcare providers.
- Advanced organization, communication, facilitation, conflict resolution, and team building skills
- Intermediate Excel proficiency
- A valid North Carolina driver's license is required.