

JOB TITLE: Pre-K Program Specialist
DEPARTMENT: Program and Evaluation
REPORT TO: Director of Early Childhood Systems
SALARY RANGE: low-mid 30's
HOURS: Part-time 32 hrs. Per week
POSTED: January 18, 2019
DEADLINE: Open until filled

JOB PURPOSE AND OVERVIEW

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

The Program Specialist maintains current knowledge of NC Pre-K and Durham Pre-K Program requirements and procedures and will be able to communicate them effectively to many audiences in the community, especially parents. This position is responsible for:

- Conducting Pre-K outreach following a marketing plan at many community-based locations.
- Encouraging prospective families and assisting them to complete Pre-K applications.
- Entering data quickly and accurately according to policies and procedures.
- Providing administrative support for the online TS Gold system of children's assessments.
- Supporting Transition to Kindergarten events and programs in the community with other staff, community partners, and volunteers.
- Coordinating and/or supporting Pre-K outreach efforts and assisting with the child enrollment and placement process, in close collaboration with many child care programs and sites, including Durham Head Start, Durham Public Schools, private child care centers, and partner agencies and programs.
- 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 two years' experience. Working knowledge of current principles in culturally responsive family engagement; current local, state, and national laws, public policies, legislative issues, and political processes important to the concerns of parents in North Carolina. 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 families, volunteers and community members. 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 low-mid 30's with competitive benefits and generous 401(k). Please submit a cover letter and resume to mail@dpfc.net with "Pre-K Program Specialist" in the subject line.