



WAKE COUNTY
Smart Start



**North Carolina Prekindergarten (NC Pre-K) 2023-2024
Staff Information / Compensation
Initial Report and Staff Change Request**

Name of Site _____ Site Contact Number _____

Staff Person's Name (Legal Name) _____ (Workforce ID-WFID#) _____

E-mail Address _____ Classroom # _____

Start date _____ End date _____ If new, replacing (name) _____

Who left on _____

Position (please circle one) Administrator Lead Teacher Teaching Assistant
 Long-term Substitute Lead Teacher Long-term Substitute Teacher Assistant

Ethnicity (Please check one)

Are you Hispanic or Latino?

- Yes (Country/ies) of family's origin _____
- No

Race (Please select at least one and as many that apply)

- American Indian or Alaskan Native (Tribal affiliation) _____
- Asian (Country/ies of family's origin) _____
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Highest Education Level (Ph.D., MA/MS, BA/BS, AA, High School Diploma, specify) _____

Major _____

Administrative Credential Level (please specify level by circling) I II III NA

Current teacher professional license/credential (Please provide copies of certificate)

- _____ NC B-K Professional Educator's Initial License (SPI/SPII Preschool Add-On)
- _____ NC Initial/Provisional/Lateral/Residency B-K License, or NC License in an area other than BK
- _____ License from another state
- _____ Other Credential (specify: _____)

Updated June 2023





Teaching Assistants High School Graduation Date: (MM/DD/YY) _____

_____ BS/BA in Early Childhood Education

_____ AA in Early Childhood Education (ECE)

_____ BS/AA in area other than ECE (specify: _____)

_____ Current Child Development Associate (CDA) Date of Expiration _____

If the proposed lead teacher/teaching assistant **does not fully** meet education requirements (consult NCPK guidelines), please indicate candidate's plan and provide documentation of enrollment and expected date of completion:

_____ Enrolled working towards B-K License Where? _____ Expected Graduation Date _____

_____ Enrolled working towards AA in ECE Where? _____ Expected Graduation Date _____

_____ Enrolled working towards CDA Where? _____ Expected Completion Date _____

Lead teachers/teaching assistants that are **not qualified** must be working toward the qualifications for their position. They must make progress by successfully completing a minimum of six documented semester hours per year with a grade of "C" or better. For details see NC Pre-K education requirements outlined by DCDEE in rule 10A NCAC 09.3013.

Updated June 2023

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Smart Start network 



Staff Name: _____ Position: _____

Site Name: _____ Does this site use a payroll service: _____

Compensation Plan (to be provided for lead teachers and teaching assistants)

Note: Please review this document carefully. This document is used to monitor compliance with NC Pre-K and Wake County Smart Start Contract Requirements. The salary listed should include income earned solely for services provided to children and families enrolled in the NC Pre-K program. Income earned for work provided during holidays, before and/or after school, and during summer months should not be included in the reported amount. The form is considered complete only when signed, dated, and documentation is attached.

Salary for MONTHS of service in an NC Pre-K Classroom	
Note: NC Pre-K is a ten-month program – Compensation confirmation documentation will be required at the end of the school year)	
Years of Experience	
Expected Months of Service for the 2023-2024 School Year	
Total Compensation (excluding benefits)	
Paid Teacher Workdays (dates)	
Paid Holidays (dates)	
Paid Annual Leave (number of days – 1 day = 8 hours)	
Paid Sick Leave (number of days – 1 day = 8 hours)	

Education and Compensation Certification – I have reviewed this information and certify that all information (education/GPA, etc.) provided herein has been verified and is reported correctly. Reported compensation includes only compensation for North Carolina Pre-kindergarten services. If I do not fully meet NCPK position requirements, I understand that I must successfully complete with a grade of “C” or better, 6 semester hours per fiscal year (July 1 – June 28, 2024) in order to maintain my position. If I am a new teacher, I understand TSG requirements and responsibility for CLASS.

Staff Signature _____ Date _____

Administrator Signature _____ Date _____

For Office Use Only
Helpful Definitions...

Updated June 2023

Updated April 2023

- North Carolina Pre-Kindergarten (NCPK) Staff in Wake County are expected to work 40-hours each week. The work day for all classroom staff (including lead teachers, co-teachers and teaching assistants, regardless of education level and/or time served) working in Wake County Smart Start NCPK will consist of 8 hours. A typical day will include 6.5 hours in the classroom, 1 hour for planning and two fifteen minute breaks. Teacher work days are also expected to consist of 8 hours for the purpose of planning, training, family contacts and/or other related activities. Teachers are expected to work no less than 185 days (including 5 teacher work days). Additional hours worked in other classrooms cannot be used in this calculation and are subject to all Wage and Hour regulations.
- Lead teachers who are fully qualified will receive compensation as referenced in Wake County Smart Start NC Pre-K Procedures and contract. Upon receipt of any updated license for lead teachers, program should:
 - Immediately send a copy of the new license to Wake County Smart Start (WCSS) Pre-K Specialist
 - Pre-K Specialist will enter educational info into Pre-K PLAN and
 - Send copy of new license to Pre-K Manager and Pre-K Specialist.
 - Pre-K Specialist will update classroom reimbursement
 - Pre-K Manager will update Pre-K PLAN budget
 - Additional center reimbursement will be effective for the month of attendance in which the update was received by Wake County Smart Start. (Update received in April, additional reimbursement to be included in April payment).
 - A new compensation rate for lead teachers who receive Professional Educator's Initial or Continuing licenses during the school year should begin with the program's next complete payroll cycle. Compensation will be based upon years of experience as noted on the license and accumulate with continued related experience.
- Teaching assistants who are fully qualified will receive compensation as referenced in the Wake County Smart Start NC Pre-K Procedures and contract. Upon receipt of any updated degree or credential, program should immediately send copy of new license to Wake County Smart Start (WCSS) Pre-K Specialist. A new compensation rate for teaching assistants who receive their AA (or BA/BS in Early Childhood Education, or Child Development) within the school year should begin with the program's next complete payroll cycle. Initial compensation upon receipt of required degree will include years of experience in Wake County NCPK (or More at Four) classrooms and accumulates with continued related experience.

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