

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

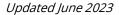
Name of Site	Site Contact Number	
Staff Person's Name (Legal Name)	(Workforce ID-WFID#)	
E-mail Address	Classroom #	
Start date End date If nev	v, replacing (name)	
Who left on		
Position (please circle one) Administrator Lead T Long-term Substitute Lea	eacher Teaching Assistant Id Teacher Long-term 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 affilition 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 Major	School Diploma, specify)	
Administrative Credential Level (please specify level by cir	cling) I II III NA	
	itial License (SPI/SPII Preschool Add-On) idency B-K License, or NC License in an area other than BK	
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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 Expire	ration
If the proposed lead teacher/teaching assistant <u>does not fully</u> me please indicate candidate's plan and provide documentation of en Enrolled working towards B-K License Where?	rollment and expected date of completion:
Enrolled working towards AA in ECE Where?	Expected Graduation Date
Enrolled working towards CDA Where?	Expected Completion Date

Lead teachers/teaching assistants that are <u>not qualified</u> 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.









Staff Name:	Position:

Site Name: _

Does this site use a payroll service: _

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

Note: <u>Please review this document carefully</u>. 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 <u>not</u> 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
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Updated April 2023

- North Carolina Pre-Kindergarten (NCPK) Staff in Wake County are expected to work 40-hours each week. The work day for <u>all</u> 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.

Updated June 2023

