



Each Child. Every Community. Ready for School and Life

Job Description

Job Title: Pre-K Enrollment Coordinator **Reports To:** Pre-K Team Lead
Classification: Non-Exempt **Department:** Pre-K

Position Summary

The function of the Pre-K Enrollment Coordinator is maintaining and tracking enrollment in the Pre-K sites. This position will provide support for all functions of the program and assist Wake County Smart Start staff as requested.

Essential Duties and Responsibilities The major areas of focus for the position include the following. Other duties may be assigned.

- **Enrollment of Eligible Children**
- **Administrative Oversight and Trainings**
- **Evaluation and Accountability**
- **Data Analysis**

Enrollment of Eligible Children

- Research capacity for slot placement in sites
- Determine NC Pre-K eligibility in accordance with Division of Child Development and Early Education guidelines
- Assign and/or reassign children to private childcare facilities and collaboratively work with partnering agencies to assign children to Head Start and Public School programs
- Limit slot vacancies through continuous analysis of database and prompt decisive action to fill empty slots

Administrative Oversight and Training

- Support processing monthly attendance through entry and maintenance of child enrollment
- Provide training and support to Pre-K staff and collaborative partners on state database entry
- Coordinate child application process' as it relates to the re-verification of applicant entry and eligibility
- Analyze income for NC Pre-K eligibility

Evaluation and Accountability

- Assist with the collection and entry of Pre-K evaluation data for WCSS quarterly reports.
- Assist with rate projections and enter data for rates across funding sources, as requested
- Provide periodic verification of eligibility of children served
- Assist with organizing, preparing, and examining children files for monitoring and audit review
- Identify eligibility concerns and communicate issues to pertinent parties

Data Analysis

- Facilitate the maintenance and coordination of the online child application system and the state database, ensuring accuracy and alignment between the two systems
- Create comprehensive Pre-K enrollment reports and spreadsheets, offering detailed data on the number of children enrolled and served and other pertinent information as required for funding sources
- Provide leadership and consultation on specialized data projects
- Develop and maintain spreadsheets for specialized reports and tracking of participants and vacancies as needed for funding streams
- Provide database reports to assist in compliance and financial management of the Pre-K program

Other Duties

- Promote the Wake County Smart Start programs and mission and represent WCSS in the community.
- Assist the Pre-K Manager and Team Lead with special projects and WCSS programs as requested.

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

Education and/or Experience: Bachelor's Degree in business administration or related field, and three (3) years related experience and/or equivalent combination of education and experience. Additional experience may be substituted for post-high school education, providing the requisite skills have been obtained.

Knowledge and Abilities:

- Working knowledge of NC Pre-K Program Requirements and NC Division of Child Development and Early Education regulations
- Experience with using online systems or databases
- Experience with pulling reports from online systems and/or databases
- Ability to adapt to new processes and procedures
- Basic math skills involving calculations
- Ability to manage multiple projects simultaneously and independently prioritizing tasks and managing timelines
- Ability to assist in the creation of systems for tracking project progress and timelines.
- Excellent attention to detail
- Soft skills that include but are not limited to active listening, friendly, patient, responsive, and ability to resolve conflict
- Excellent organizational skills
- Ability to think logically in following procedures and instructions
- Ability to create, develop or revise protocols and manuals for tasks and projects including the ability to write clear instructions and/or steps to accomplish a task
- Effective time management with the ability to frequently face deadlines with attention to detail, and complete tasks and required documentation promptly
- Knowledge of culturally affirming practices and a commitment to incorporating a racial equity lens in early childhood program implementation and application processes

Computer Skills: Utilize technology effectively to support duties and responsibilities. Proficiency in word processing, spreadsheet, and social media. Ability to use email and Internet/Intranet applications effectively and efficiently.

Language and Communication Skills: Ability to respond to inquiries effectively and appropriately from families and community members in person, phone, or e-mail. Ability to effectively present information to public or community groups, and/or boards of directors.

Certifications, Licenses: Valid 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 Environment: 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.

This is a hybrid position with the ability to work remotely depending on projects and tasks.