NC Pre-Kindergarten (NC Pre-K)
Staff Roles & Responsibilities
Updated March, 2013

DCDEE	Contact Information	Roles/Responsibilities
Regulatory Services Section	Licensing Supervisors (16) (Refer to County Assignments for NC Pre-K for contact information)	• Assist local Contract Administrators with questions or concerns related to NC Pre-K Program Standards
	Lead Child Care Consultants (16) (Refer to Lead Child Care Consultant document)	• Work with unlicensed public school NC Pre-K sites and conduct pre-licensing activities with the goal of getting these programs licensed • Monitor new programs on a Temporary License during the first six months of operation
	Child Care Consultants (111)	• Compliance monitoring for all licensed NC Pre-K sites
	Melissa Stevenson (919) 890-7157	• Assist local Contract Administrators with questions or concerns related to complaint reports and Child Abuse/Neglect Investigations Questions
Program & Policy Resource Section	Jani Kozlowski, Section Chief (919) 890-7049	• Provide oversight for the program across Division of Child Development and Early Education (DCDEE) Sections • Coordinate changes to program related documents, Effective Practice Briefs, etc. • Lead efforts to change/improve policy & address legislative changes • Lead efforts to establish NC Pre-K rules • Provide leadership for the NC Pre-K Advisory Committee • Respond to information requests from the legislature, media, and general public • Provide leadership for NC Pre-K Update webinars • Coordinate orientation for new Contract Administrator staff • Provide oversight for NC Pre-K communication efforts (website, email alerts, etc) • Lead the effort to create the annual report to the General Assembly • Collaborative efforts with other agencies • Presentations

	Shantell Disla, Administrative Support (919) 890-7077	• Provides administrative support for the programmatic functions of the NC Pre-K program • Responds to information requests from parents and early education programs • Provides support for the NC Pre-K Advisory Committee
	Connie McAdams Policy Support (919) 542-3665	• Assist with changes to program documents, Effective Practice Briefs, etc. • Assist with efforts to change/improve policy & address legislative changes • Provide leadership for the NC Pre-K Advisory Committee • Respond to parent & provider requests for information • Assist with NC Pre-K Update webinars • Assist with orientation for new Contract Administrator staff • Provide support for the teacher approval process and attendance exceptions • Assist Administration staff with Fiscal Monitoring • Lead efforts to improve and update the NC Pre-K tab on the DCDEE website • Assist with reports to the General Assembly • Presentations • Assist Contract Administrators with NC Pre-K Kids database • Provide support for other data-related projects for NC Pre-K
	Sherri Hall Policy Support (919) 528-1429	• Assist with changes to program documents, Effective Practice Briefs, etc. • Assist with efforts to change/improve policy & address legislative changes • Provide leadership for the NC Pre-K Advisory Committee • Respond to parent & provider requests for information • Assist with NC Pre-K Update webinars • Assist with orientation for new Contract Administrator staff • Support Licensing Supervisors as they work with local NC Pre-K Contract Administrators • Provide support for the teacher approval process and attendance exceptions • Assist Administration staff with Fiscal Monitoring • Serve on leadership team for the Curriculum Logistics Committee • Assist with reports to the General Assembly • Presentations • Assist Contract Administrators with NC Pre-K Kids database

	Cindy Wheeler – Early Education Support, Licensure and Professional Development (EESLPD) Unit Manager (919) 890-7199	• Provides oversight of the EESLPD Unit (mentor-evaluator staff and licensing specialists who support licensed teachers in nonpublic schools across NC Pre-K & non-NC Pre-K programs • Implements NC State Board of Education policy, processes, procedures related to Birth – Kindergarten (B-K) licensure • Orient & supervise team of mentors-evaluators across state • Respond to information requests from public • Supervise Unit staff • Communicate policy, procedure changes for teacher licensure • Oversee collaborative partnerships with other Smart Start, Head Start, Public Schools to ensure qualified mentors-evaluators available • Prepare/conduct training, other statewide presentations • Collaborative efforts with other agencies
	Sharon Spigner EESLPD Unit Lead Education Consultant 919-890-7208 Anne-Marie deKort-Young, EESLPD Unit Race to the Top (RttT) B-K Coordinator 704-598-0254	• State lead education consultant & trainer for PD for teachers, site administrators, EESLPD Unit mentors, evaluators • Arranges, schedules, conducts teacher evaluation and mentor training • Liaison to the NC Department of Public Instruction (NCDPI) Educator Recruitment & Development Section • Administers activities for mandated training • Primary contact for RttT B-K Project • Coordinates RttT B-K Project teacher enrollment, and training • Develops/surveys local communities to determine need for licensure support • Identifies and develops local capacity for mentoring/evaluation services (collaborative partners used in both NC Pre-K and RttT B-K Project)

	Fay Lewis EESLPD Unit Lead Licensure–Policy Consultant, Eastern Region 919-890-7024 Leslie Muir, EESLPD Unit Licensure Consultant, Piedmont-Triangle Region 919-890-7035 Melanie Rackley, EESLPD Unit Licensure Consultant, Western Region & Developmental Day Programs/nonpublic schools 919-890-7156	• Teacher Licensure and Policy consultants for teacher licensure applications, actions and recommendations • Confirm teacher registration and other licensure information to assigned regions and next steps including required professional development series • Assigned to regional teams; work cooperatively with assigned regional leads • Review transcripts to determine eligibility for lateral entry and provisional add-on licensure and determine completion of Plans of Study • Communicates with NCDPI Regional Alternative Licensure Centers, NCDPI Licensure Section, local NC Pre-K teachers, Developmental Day teachers and site administrators who employ NC Pre-K, NC Developmental Day or other NC B-K licensed teachers • Maintain Human Resources Management System for teacher education-licensure
	Toni Toomer, EESLPD Unit Teacher Registration/Intake Coordinator and Administrative Support, 919-890-7116	• Receives, enters and confirms EESLPD Unit teacher registration packets • Works directly with licensure specialists to confirm registration and next steps • Trouble-shoots registration issues
	Regional Leads: Eastern Region • Patsy Leary 252-927-3584 & Steva Mervin 704-661-2981 Piedmont-Triangle Region • Joan Carrozza 919-554-9453 & Amy Jo Johnson 919-619-3825 Western Region • Bobbie Rowland 704-813-1011 Heather Taylor 704-728-9629, Carolyn Stephenson 704-737-3382, Amanda Vestal 336-692-2698	• Serve a lead mentors and evaluators, professional development trainers • Orient new team members and partners to EESLPD Unit work • Primary contact for team members and teachers • Work with teacher licensure specialists to respond to teachers about licensure process, Beginning Teacher Support Program, Lateral Entry Teacher Program requiring • Conduct inter-rater reliability checks with team evaluators • Coordinate work of regional mentor-evaluator teams • Conduct professional learning communities, other PD topics as required

Administration Section	Vi Simmons (919) 890-7004	• Oversees NC Pre-K Contract monitoring
	Sharon Johnson (919) 890-7011	• Assist Contract Administrators with NC Pre-K Plan system • Develops NC Pre-K contracts and amendments; assists Contract Administrators with NC Pre-K sub-contracts • Respond to questions regarding NC Pre-K payments
	Max Perry (919) 890-7101	• Processes NC Pre-K payments • Respond to questions regarding NC Pre-K payments
Child Care Workforce Section	Jeanne Barnes (919) 890-7001	• Workforce education assessment data comparison to Pre-K data (on as needed basis)
	Kathy Shepherd (919) 890-7080	• Workforce education assessment data comparison to Pre-K data (on as needed basis)
	Heather Marler (919) 890-7093	• Workforce education assessment data comparison to Pre-K data (on as needed basis)