

**10A NCAC 09 .3011 NC PRE-K SITE-LEVEL ADMINISTRATOR QUALIFICATIONS**

(a) Administrators of NC Pre-K sites shall have:

- (1) A NC Principal's License, or
- (2) A North Carolina Early Childhood Administrator Credential (NCECAC) Level III, or
- (3) hold a Bachelor's Degree in any field with 18 semester hours in early childhood education and child development, and complete six semester hours in child care administration or nine semester hours in business administration or a combination of child care administration and business administration.
- (4) If the site-level administrator does not meet Subparagraphs (a)(1), (2), or (3) of this Rule, the following shall apply:
  - (A) provisional approval shall be given for four years from the time the site began participation with the NC Pre-K program for the administrator to attain a NC Principal's License, or a NCECAC III, or complete a Bachelor's Degree in any field with 18 semester hours in early childhood education and child development, and complete six semester hours in child care administration or nine semester hours in business administration or a combination of child care administration and business administration; and
  - (B) progress toward this requirement shall be considered a minimum of six documented semester hours per year in early childhood education, child development, child care administration and business administration course work.

(b) When the site administrator is unable to work due to illness, other health related conditions, disability, death, or natural or man-made disasters, the interim site-level administrator shall be employed not to exceed 12 weeks and have the following:

- (1) NCECAC I Credential; or
- (2) the equivalent as follows:
  - (A) NC Early Childhood Credential plus three years of experience as a director, co-director, or assistant director; and
  - (B) Early Childhood Administration I (EDU 261) and Early Childhood Administration II (EDU 262); or
  - (C) six semester hours of child care administration coursework; or
  - (D) nine semester hours of business administration coursework; or
  - (E) a combination of Parts (2)(B), (C), or (D) of this Paragraph that equals nine semester hours.
- (3) NC Principal's License.

(c) In determining whether to approve an extension request, the Division shall consider the following:

- (1) the number of children and families who may lose services if the classroom is not approved for the extension;
- (2) the effect upon children and families if children are relocated to another Pre-K site;
- (3) documentation of the Pre-K program's efforts to secure a permanent site-level administrator for the vacancy;
- (4) availability of funding sources other than Pre-K funds to support affected children;
- (5) reasons for the vacancy, including:
  - (A) maternity leave;
  - (B) death, disability, or illness; and
  - (C) natural or man-made disasters.

(d) Administrators of NC Pre-K sites shall not serve as the NC Pre-K teacher or teacher assistant.

*History Note: Authority G.S. 110-85; 110-88; S.L. 2011-145, s. 10.7(a);  
Eff. November 1, 2012;  
Readopted Eff. October 1, 2017.*