



Position Description: Early Head Start Child Care Partnership – Education Manager

Organization

Created by the SC General Assembly in 1999, South Carolina First Steps to School Readiness is the state’s comprehensive early childhood education agency and a 501(c)3 nonprofit organization. SC First Steps (SCFS) takes a holistic approach to accomplishing our mission of preparing all kids for success in school, work and life, offering services that improve children’s health, strengthen families, expand access to quality child care, increase participation in four-year-old kindergarten (4K) programs and help transition rising kindergartners into school. Through a network of 46 affiliates, called “local partners,” SCFS reaches children 0-5 and their families in every county of the state. SCFS runs one of the largest Early Head Start-Child Care Partnership programs in the country with a presence in 14 counties. With funding from the state, annually, SCFS provides over 2200 four-year-olds with access to Pre-K 4 across 64 school districts. The diverse workforce that makes up the 70+ member team at SCFS includes salaried, hourly, and grant-funded positions and is governed by a State Board of Trustees. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

Team: Early Head Start – Child Care Partnership (EHS-CCP)

SC First Steps operates one of the nation’s largest and most complex Early Head Start-Child Care Partnership programs. This federal initiative was created to expand Early Head Start services in partnership with community-based child care settings. First Steps contracts with child care providers across a fourteen county service area to provide both classroom-based early childhood education and comprehensive services to the families of 416 low-income infants and toddlers. The program operates year-round and full-day in more than 50 private preschool classrooms. The SC First Steps Early Head Start–CCP team includes over 30 team members based both in Columbia and across the state.

Position Description:

Reporting to the EHS-CCP Director, the EHS-CCP Education Manager is responsible for overseeing the First Steps’ EHS-CCP Program in over 30 private child care settings in 14 counties. The EHS-CCP Education Manager will supervise a pair of Education Coordinators, each charged with supervising four regionally-based Teacher Mentors to ensure the improvement of program quality in EHS-CCP classrooms and the center in compliance with the Head Start Performance Standards and the DSS Child Care Licensing requirements. The position is responsible for implementing, monitoring, and evaluating the program with the child assessment data to meet federal requirements and best practices in early childhood. This position is located in Columbia, SC.

Responsibilities and Duties:

1. Implements policy and program requirements to ensure delivery of high-quality infant-toddler programming in more than 30 locations statewide, consistent with federal mandates and professional

best practice. Oversees monitoring and accountability systems to support participants in First Steps' EHS-CCP Program.

2. Provides guidance and day-to-day supervision to two Education Coordinators, each charged with supervising four regionally-based Teacher Mentors who are responsible for conducting monitoring and technical assistance to infant-toddler teachers in contracted child care centers statewide. Engage in reflective supervision based on the Office of Head Start systems approach to management.

3. Plans, organizes and delivers up to three weeks of annual professional development, to include the First Steps Pre-service and other professional development in conference style meetings offered each August, and regional professional development offerings delivered by SCFS staff throughout the school year.

4. Oversees data collection necessary to ensure longitudinal tracking of participating students and ongoing quality enhancement within First Steps EHS-CCP programs, to include reporting to the First Steps Board of Trustees and Policy Council. Prepares and submits data and evaluation summaries for the EHS-CCP Director as requested. Documents all provider visits and feedback, and prepares communications as needed.

5. Coordinates with the EHS-CCP Director, SCFS staff, local First Steps partnerships and other agency partners as necessary to ensure the provision and integration of education with other comprehensive services, as available and necessary, to students and their families.

6. Stays abreast of current research relating to birth to three year old practices and outcomes, and develops briefings as needed for state and local staff, agency partners, and boards. Develops regional training and professional development programs to support providers.

7. Perform other duties as assigned.

Qualifications and Skills:

Required:

- Must have at least a bachelor's degree from an accredited university in early childhood education or related field.
- Must have at least 5 years of experience in child development and/or early childhood education
- Must have knowledge of SC Child Care Licensing requirements
- Must possess leadership ability and organizational skills
- Must have good interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, receive and provide feedback, and manage dynamic interchanges in meetings
- Must possess Initiative and problem-solving capabilities
- Must be able to work well with people
- Must be able to demonstrate and promote inclusivity and cross-cultural competence.

Preferred:

- Master's degree from an accredited university in early childhood or related field
- Zero to Three or Program for Infant-Toddler Certification (PITC) trainer teaching experience
- South Carolina Early Childhood teacher certification
- Head Start of Early Head Start experience
- Supervisory experience
- Must have good interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, receive and provide feedback, and manage dynamic interchanges in meetings
- Must possess Initiative and problem-solving capabilities
- Must be able to work well with people

Other Requirements:

- Valid South Carolina Class "D" Driver's License and ability to travel in-state and out of state
- Ability to travel extensively to child care setting in 14 counties
- Maintain and show proof of personal auto insurance
- Must be able to accept some exposure to communicable diseases (i.e. childcare setting)
- Must be able to work in an environment that may be moderate to loud (i.e. childcare setting)
- Ability to lift up to 45 pounds

Benefits:

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program and generous annual and sick leave policies, to a solid and secure retirement system. The State of South Carolina offers a competitive benefits program for state employees.

To apply, submit your cover letter and resume to Samantha Ingram at hr@scfirststeps.org.