



Position Description: 4K Regional Coordinator – Lancaster County

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: Child Early Reading Development and Education Program (CERDEP) – 4K Program

The Child Early Reading Development and Education Program (CERDEP) was created as a pilot program in 2006 and codified alongside the state’s Read to Succeed legislation (Act 284) in June 2014. Previously, the program was called the Child Development Education Pilot Program (CDEPP). The original pilot program was established by our legislature in response to Abbeville County School District, et. al. v. South Carolina, a school equity funding lawsuit brought by rural school districts. Children who qualify for free- or reduced-price lunch, those receiving Medicaid, or those with a documented developmental delay were eligible to participate in CERDEP.

CERDEP is co-administered in private preschool settings by South Carolina First Steps to School Readiness (First Steps), the state’s school readiness initiative. In these private settings, First Steps’ Regional 4K Coordinators make announced and unannounced monitoring and technical assistance visits twice monthly to private CERDEP classrooms. These visits include unannounced evaluative monitoring using classroom quality tools, as well as measures of curricular fidelity, with reflecting, goal setting and action plans for programs.

Position Description:

Reporting to the 4K State Director, the 4K Regional Coordinator is responsible for conducting on-site programmatic reviews of potential First Steps’ 4K- CERDEP vendors. The Regional Coordinator is also responsible for providing ongoing monitoring/mentoring and technical assistance to approved childcare providers. Regional Coordinators will collaborate with SC First Steps staff to develop program criterion and monitoring systems aligned with both legislative requirements and best practices in early childhood education. This position is located in Lancaster, SC.

Responsibilities and Duties:

1. Conducts ongoing monitoring, mentoring and technical assistance visits to approved pre-kindergarten providers. Assists with the development, implementation, and monitoring of quality improvement plans required as a condition of participation in First Steps Pre-Kindergarten Program.
2. Conducts on-site evaluations of pre-kindergarten provider applicants. Prepares and submits evaluation summaries to the Office of South Carolina First Steps. Documents all provider visits and feedback, and prepares communication as needed.
3. Coordinates with School Readiness Officer, SCFS program, regional staff, and other agency partners as necessary to establish public-private 4K program guidelines, training, and monitoring structures. Prepares training for Executive Directors and other statewide staff as appropriate
4. Serves as a liaison between approved providers and local First Steps County Partnerships for the purpose of coordinating parenting services and expanding technical assistance.
5. Remains informed of current research relating to pre-kindergarten practices and outcomes. Develops briefings as needed for state and local staff, agency partners, and boards. Coordinates regional trainings to support providers.
6. 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, management, business, or a 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

- 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 settings in York, Chester, Kershaw, Chesterfield, and Lee 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.