

## **Antioch 3 & 4K Development Center**

### **First Steps 4K Instructional Assistant Job Description**

#### **Position Details:**

Location: 1207 Howe Springs Road, Florence, SC

Job Type: Full-Time

Wages: Base on education and experience

#### **About First Steps 4K**

The Child Early Reading Development and Education Program (CERDEP), also known as, First Steps 4K, was created as a pilot program in 2006 and codified alongside the state's Read to Succeed legislation (Act 284) in June 2014. Children who qualify for free- or reduced-price lunch, those receiving Medicaid, or those with a documented developmental delay are eligible to participate in First Steps 4K at no cost to the family. First Steps 4K is co-administered in private preschool settings by South Carolina First Steps to School Readiness (First Steps), the state's school readiness initiative.

#### **Job Purpose**

The 4-Year-Old Kindergarten (4K) Instructional Assistant provides a safe and nurturing environment for children that encourage their social, emotional, physical and cognitive development. The Teacher plans and implements a developmentally appropriate curriculum for enrolled children to prepare students for five-year-old kindergarten.

#### **Minimum Requirements**

- Possess, *at minimum*, a high school diploma or its equivalent.
- Have at least two years of documented experience working with children under the age of five
- Completion of the Early Childhood Education Credential (ECD 101) or enroll and complete this course within twelve months of hire date
- Provide a minimum of two references familiar with your work history
- Able to pass a Child Abuse and Neglect Central Registry background check
- *Preferred: Two year degree with experience and pre-service training in early childhood education*

#### **Job Duties**

- Assist the First Steps 4K Lead teacher with the development and execution of weekly lesson plans.
- Engage constructively with individual children during actives and routines.
- Adhere to the First Steps 4K guidelines.
- Attend all required First Steps and Department of Social Services trainings and obtain required continuing education hours.
- Demonstrate effective listening, oral and written communication skills
- Maintain a positive work atmosphere by displaying professional behavior to ensure a safe and healthy environment for all students, coworkers, parents, supervisors and the public
- Follow all employer policies and procedures at all times

**To apply, please call 843-661-6599 or email your resume to [antioch34k@bellsouth.net](mailto:antioch34k@bellsouth.net).**