



Position Description: 4K Administrative Assistant

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 partnerships," SCFS reaches children 0-5 and their families in every county of the state. With funding from the state, SCFS provides over 3,000 four-year-olds with access to 4K across all school districts in South Carolina annually. The diverse workforce that makes up the 50+ 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 First Steps 4K Team is responsible for providing publicly-funded 4-year-old kindergarten in licensed childcare settings in 64 school districts across SC. 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. The original pilot program – then known as the Child Development Education Pilot Program or CDEPP - was established by the SC General Assembly 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, and/or those with documented developmental delays are eligible to participate in CERDEP in all of South Carolina. CERDEP is co-administered in private preschool settings by South Carolina First Steps 4K.

Position Description: Under direct supervision of the First Steps 4K Data Manager, as part of the 4K Team, this position is responsible for approval and data entry of student applications. The 4K Administrative Assistant will ensure data entry is accurate and current in order to meet all deadlines. This position is located at 636 Rosewood Drive, Columbia, SC 29201.

Responsibilities and Duties:

1. Approve 4K student applications and maintain electronic and hard copy filing system of all 4K records.
2. Complete data entry of all approved student application into First Steps 4K data system with great accuracy and meet all necessary deadlines.
3. Run daily, weekly and monthly reports and maintain electric files of said reports.
4. Maintain center calendars to include entering change requests and managing 180 day calendar

5. Perform regular attendance record reviews audits. Review attendance records checking for accuracy and completeness.

6. Perform other duties as assigned.

Qualifications and Skills:

Required:

- A high school diploma and work experience that is directly related to the area of employment. A bachelor's degree may be substituted for the related work experience
- Minimum of 3-5 years of responsible clerical, office work
- Strong Microsoft Office products skills, to include Excel spreadsheets
- Organizes work to meet deadlines
- Provide excellent customer service to both internal and external customers
- Exhibit excellent written and oral communication skills

Other Requirements:

- 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.

SC First Steps is an equal opportunity employer.

SC First Steps is a drug-free workplace.

To apply visit <https://bit.ly/3XHOY3p> and submit your cover letter and resume to Avian Jones at HR@scfirststeps.org