



State of South Carolina

Education Associate - 4K -Coach - 60024774

SALARY	\$54,974.00 - \$101,712.00 Annually	LOCATION	Spartanburg County, SC
JOB TYPE	FTE - Full-Time	JOB NUMBER	149861
AGENCY	Department of Education	DIVISION	First Steps
OPENING DATE	08/18/2023	CLOSING DATE	8/25/2023 5:00 PM Eastern
CLASS CODE:	CB05	POSITION NUMBER:	60024774
NORMAL WORK SCHEDULE:	Monday - Friday (8:30 - 5:00)	PAY BAND	Band 7
HIRING RANGE - MIN.	\$54,974.00	HIRING RANGE - MAX.	\$78,343.00
OPENING DATE	08/18/2023	EEO STATEMENT	Equal Opportunity Employer
AGENCY SPECIFIC APPLICATION PROCEDURES:	Interested persons must complete a State Employment Application at www.careers.sc.gov . Applications will not be accepted after the closing date. The South Carolina Department of Education does not accept faxed, mailed, or hand delivered applications.	VETERAN PREFERENCE STATEMENT	South Carolina is making our Veterans a priority for employment in state agencies and institutions.

Job Responsibilities

****This is a repost. Previous applicants are still under consideration.****

The person in this position will serve as a Coach to conduct regular visits with classrooms and programs to foster high quality research-based early childhood curriculum for Kindergarten readiness. Support the development, implementation, and monitoring of goals based plans required as a condition of participation in First Steps 4K Program. Cultivate relationships for strong strategies to enhance best practices in early childhood education. Document all provider visits and feedback, prepare communications, and provide accountability to programs and to the Office of First Steps 4K. Ensure that services implemented are consistent with all goals and measures, while participating as part of the 4K team. Facilitate communication between all SC First Steps program staff and other agency partners, as necessary, to support public-private 4K program guidelines, training, and support structures. Plan, create and implement trainings and professional development offerings for 4K providers and staff. Recruit new providers. Conduct on-site evaluations of 4K new provider applicants with the 4K Team. Plan and implement onboarding for approved providers. Support the recruitment of students for all approved providers. Develop educational grants and administer grants received. Serve as liaison between approved providers and local First Steps County Partnerships for the purpose of coordinating parenting services, expanded technical assistance,

and collaboration of programs. Perform other assigned duties.

These positions will be based remotely and entails extensive regional travel.

This position is located in the Office of First Steps.

Minimum and Additional Requirements

A bachelor's degree and experience in education, management or business.

Preferred Qualifications

A master's degree.

Additional Comments

ONLY THOSE APPLICANTS CHOSEN FOR AN INTERVIEW WILL BE NOTIFIED BY LETTER THAT THE POSITION HAS BEEN FILLED.

Title IX/Nondiscrimination:

<http://ed.sc.gov/jobs/human-resources/title-ix-nondiscrimination/>

Agency

State of South Carolina

Agency

Department of Education

Address

1429 Senate Street

Columbia, South Carolina, 29201

Phone

803-734-8505

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Education Associate - 4K -Coach - 60024774 Supplemental Questionnaire

*QUESTION 1

Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted or reviewed in lieu of the application. I have read and acknowledge the above statement.

Yes

No

***QUESTION 2**

I understand that a criminal record investigation will be conducted prior to employment being offered by the South Carolina Department of Education. My personal identifying information will be processed through the South Carolina Law Enforcement Division.

Yes

No

***QUESTION 3**

Do you have a bachelor's degree and experience in education, management or business?

Yes

No

***QUESTION 4**

Do you have a master's degree?

Yes

No

***QUESTION 5**

Do you have a SC Early Childhood teacher certification?

Yes

No

* Required Question