JOB POSTING (October 19, 2026)

Position Title: EARLY CHILDHOOD COORDINATOR (PARENTS AS TEACHERS PARENT EDUCATOR) Home Visiting Program
Position Structure: Exempt
Employee Type: ☒ Full-time regular ☒ Full-time Temporary ☒ Part-time regular
Supervisor Title: Lee County First Steps Executive Director, Lee County First Steps Program Manager, Save the Children Regional Advisor and/or Save the Children Lead Associate
Department: Save the Children's Home Visiting Program~ Parents as Teachers (PAT)
Work Location: Lee County First Steps Office; 722 West Church Street; Bishopville, SC 29010
Child Safety: ☐Level 1- No Contact ☒Level 2- Limited Contact ☒Level 3- Contact
Days of Work: 240

Salary Range: $32,500.00- $34,125.00

Benefits: Full Benefits Available

Position Types: **Exempt, Permanent FTE (1)**

Exempt, Temporary FTE (2)

Work Days and Hours: Monday- Friday; (Office Hours 9:00 AM until 5:00 PM), Hours will vary based upon family needs; Occasional Evenings and Weekend Hours; Flexible Days and Hours as approved by Executive Director

Work Schedule: The position is a Full-time, full-year position (240 days), funded for 40 hours per week. Time sheets must be kept.

Education: Preferred Minimum Bachelor's Degree Education or in relevant subject area

Supervisory Responsibility: Yes

Direct Report: Lee County First Steps Executive Director, Lee County First Steps Program Manager, Save the Children Regional Advisor and/or Save the Children Lead Associate

Submit Resume and 3 References: lee1ststeps@gmail.com

Deadline for Submission: **October 22, 2026 12:00 PM**

The Home Visitor (Parent Educator) is responsible for the implementation of *Save the Children's Home Visiting Program including the Parents as Teachers model and curriculum with fidelity.*

Summary

The Home Visitor (Parent Educator) is the on-the-ground Save the Children staff member providing training, technical assistance, and management support to program partners implementation and results for children. Under the supervision of the Program Manager and the Executive Director and working as a member of the local team and in collaboration with the state program team, the Home Visitor (Parent Educator) oversees and supports program implementation, monitoring, and evaluation at assigned partner sites.

The Home Visitor (Parent Educator) delivers Save the Children's Home Visiting Program using the Parents as Teachers (PAT) model and curriculum. This role supports pregnant families and families with children from pregnancy through kindergarten entry. The Home Visitor works with families to strengthen parent-child relationships, support healthy child development, and promote family well-being through culturally responsive, strengths-based practices that reflect community priorities.

This position is employed and supervised by Lee County First Steps leadership. It is funded through a Save the Children Initiative and/or SC First Steps Resources for Early Acceleration Development in Youth (READY) Funding.

Save the Children staff, such as a Lead Associate or Advisor, provide training, technical assistance, and program guidance in partnership with site supervisors to support strong PAT implementation, professional growth, and continuous quality improvement Specific duties and responsibilities are outlined below.

Essential Duties, Responsibilities, and Impact

Program Implementation and Service Delivery

The Home Visitor implements all required components of Save the Children's Home Visiting Program including the Parents as Teachers model with fidelity, in alignment with policies and procedures, including:

- Recruit and enroll pregnant individuals and families with children from birth through kindergarten entry, with priority given to families experiencing identified stressors, as defined by program guidelines.
- Plan, provide, and document personal visits focused on parent-child interaction, development-centered parenting, and family well-being.

- Provide group connections, such as parent-child groups or family workshops, so families can build relationships and learn from one another.
- Work with families to complete initial and yearly family-centered assessments and to set, review, and update family goals together.
- Complete required child development screenings, assessments, health reviews, and observations on schedule, following program guidelines.
- Help families understand child development and use responsive caregiving strategies that support early learning and school readiness.
- Provide information, referrals, and support for transitions to early childhood programs, preschool, and kindergarten.

Family Support and Community Engagement

The Home Visitor strengthens connections between families, schools, and community resources by:

- Identify family needs and link families to appropriate school district and community services, resources, and follow-up assessments.
- Support families in navigating education related and community systems, including early intervention, health care, and early learning programs.
- Collaborate with school personnel and community partners to increase access to and awareness of early childhood services.
- Promote positive home–school relationships and support kindergarten transition activities in coordination with district schools and early childhood partners.

Program Operations, Data, and Professional Growth

The Home Visitor supports strong program operations by:

- Keep accurate, timely, and confidential family and program documentation in required program data systems.
- Participate in data collection, outcome measurement, and continuous quality improvement activities as required by the employer and funding partners.
- Participate in reflective supervision, staff meetings, coaching, and technical assistance.
- Complete all required Parents as Teachers model trainings, certification processes, and ongoing professional development.
- Attend Save the Children sponsored training, technical assistance opportunities, and learning communities.

Child Safeguarding Responsibilities (Save the Children)

Save the Children is committed to ensuring that all children are safe, protected, and treated with respect. The Home Visitor is expected to:

- Complete all required Save the Children Child Safeguarding Trainings.
- Adhere to all Save the Children child safeguarding policies, codes of conduct, and reporting procedures.
- Proactively recognize, prevent, and report on child safeguarding risks and incidents in accordance with local, state, and organizational protocols.
- Maintain up-to-date knowledge of mandated reporting requirements and child welfare policies.
- Support a program environment that is safe, respectful, and protective for all children and families.
- Document and report safeguarding concerns accurately and promptly, collaborating with supervisors and designated safeguarding staff, as required.

Any violation of child safeguarding policies is treated as a serious matter and may result in disciplinary action in accordance with policies.

Qualifications

- **Required / Minimum Qualifications**

- High school diploma or GED required.
- At least two years of supervised experience working with young children, families, or both, or similar related experience.
- License: Valid U.S. Driver's License.
- Transportation: Reliable, registered, and road legal personal vehicle
- Insurance: Ability to maintain with minimum state-required personal auto liability insurance coverage.
- Driving Record: Clean Motor vehicle driving record with no major violations in the past 5 years.
- Ability to lift and transport 15- 25 pounds.
- Ability to work well with families from diverse cultural and language backgrounds.
- Commitment to equity, inclusion, and accessibility.
- Ability to build trusting, respectful relationships with families using a supportive, nonjudgmental approach.
- Effective communication, relationship-building, and organizational skills.
- Ability to work independently, manage a flexible schedule, and work in homes and community settings.
- Basic computer skills, including email, online research, data entry, and virtual meetings or training.
- Ability to analyze varied functions, processes and tasks for the preparation of varied and complex records and reports. Ability to maintain high standards of accuracy in exercising duties. Ability to anticipate work to be completed and initiate proper and acceptable direction for completion of work with little to no supervision and instruction.

- Ability to work independently on responsible and confidential assignments and secretarial tasks. Ability to type clear copy at the minimum required rate. Skill in the use of general office equipment such as calculators, word processors, typewriters, computers, switchboards, etc. Ability to make arithmetical computation and tabulations with speed and accuracy.
- Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Excellent verbal communication, written communication, organization, time management and telephone skills.
- Ability to keep accurate records and follow privacy and data security rules.
- Reliable transportation and willingness to travel locally for home visits, meetings, and training.
- Willingness to complete required Parents as Teachers training and maintain certification.

Preferred Qualifications

- Associate or bachelor's degree in early childhood education, human development, social work, family studies, public health, psychology, or related fields.
- Experience providing home visiting services or working with pregnant people and families with children from birth to age five.
- Knowledge of early childhood development, parenting practices, and family engagement.
- Experience leading parent-child groups or family education sessions.
- Proficiency in Spanish or other languages commonly spoken in the community.
- Willingness to travel regionally or nationally.

Save the Children is committed to conducting its programs and operations in a manner that is safe for the children it serves and helping protect the children with whom Save the Children is in contact. All Save the Children representatives are explicitly prohibited from engaging in any activity that may result in any kind of child abuse. In addition, it is Save the Children's policy to create and proactively maintain an environment that aims to prevent and deter any actions and omissions, whether deliberate or inadvertent, that place children at the risk of any kind of child abuse. All our representatives are expected to conduct themselves in a manner consistent with this commitment and obligation. Any violations of this policy will be treated as a serious issue.

Working Conditions

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to twenty pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

Responsibility

No direct budgetary or supervisory responsibility.

Lee County First Steps provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion, gender, gender identity or expression, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Lee County First Steps complies with all applicable laws.

DISCLAIMER STATEMENT:

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.