



Request for Interest PAS Certified Assessors and Coaches

As of July 17, 2026

Deadline to submit a resume and cover letter is July 31, 2026

Overview

SC First Steps seeks external, independent contractors to serve as PAS Assessors and 4K Business Development Coaches across South Carolina. 4K Business Development Coaches will be contracted as needed to administer the Program Administration Scale 3rd edition (PAS-3) assessments and/or to provide business development coaching to sites participating in the 4K Business Development Pilot.

4K Business Development Coaches and PAS Assessors will implement data driven and focused coaching to ensure best business practices within First Steps 4K sites. Contracts opportunities will be offered and assigned between September 2026 – June 30, 2027.

Contractor requirements and responsibilities:

1. Currently hold valid PAS-3 assessment tool certification or participate in required PAS-3 reliability training to support business coaching knowledge, PAS-3 knowledge and / or assessor certification.
2. Complete the Program Administration Scale (3rd edition, PAS-3) assessment for assigned 4K providers upon request and within the specified time frame as assigned.
3. Based on the PAS-3 fall assessment, complete a focused coaching plan as assigned to create measurable improvement by the spring PAS-3 assessment. The coaching plan template will be provided by SC First Steps.
4. Conduct monthly coaching visits (in-person and virtual) for program administrators to support the implementation of high-quality early education and business practices, for four to six hours per month. Model effective management techniques while offering feedback and guidance to assess administrative effectiveness with goals centered on improving 4K program administration and strengthening organizational systems. Guide leaders in clarifying their company mission, developing organizational structures, and setting short- and long-term business goals. Build individualized development and action plans tailored to the specific business needs and leadership skills, as indicated by PAS-3 assessment scores. Facilitate the growth of soft skills such as leadership, decision-making, conflict management, delegation, and effective communication. Business improvement plans are devised in accordance with the 4K Operational Guidelines, PAS-3 assessment scores and in conjunction with the Director of Business Development as assigned.

5. Document all site visits and provide constructive feedback to program leaders while maintaining the completion of coaching plans for accountability to First Steps 4K. Ensure that program operations are consistent with all goals and measures of First Steps 4K Operational Guidelines. Submit all required coaching plans, PAS-3 assessments and other documentation by the assigned deadline to the Director of 4K Business Development.
6. Respond in a timely manner when contract assignments are offered
7. Participate in supplemental training related to the PAS-3 tool or business coaching when possible.
8. Complete the post-coaching summary and invoice form within two business days of coaching summary.
9. Participate in mandatory 4K Business Development Pilot meetings upon request. These meetings will be short and virtual to ensure alignment and support for contractors.

Compensation

Business Development Coaching Session. Each session is \$100 flat and includes travel, a minimum of 50 minutes of focused coaching, driven by the Business Development Improvement Plan and the session summary notes. The Business Development Plan is provided by SC First Steps.

PAS-3 Assessments completed in compliance within the terms of this agreement are a flat \$1,000.

Business Coaches must submit a monthly invoice detailing all coaching time or assessments completed. SC First Steps will provide the required invoice template. Invoices are paid within NET 30 of receipt.

Qualifications & Experience Required for Business Development Coaches

In addition to PAS Certification, coaches must have a Bachelor's degree in early childhood education, business or a related field and 3 or more years of job related experience. Experience with Early Childhood administration, small business development & entrepreneurship. Knowledge of child development/early childhood pedagogy; technical assistance/mentoring skills; knowledge of early childhood program quality and assessment tools, business coaching, training or other adult education experience. Knowledge of SC Childcare Licensing, ABC Standards, 4K Guidelines, and SC First Steps initiatives.

Strong problem solving, leadership and analytical skills. Excellent oral, written, and interpersonal communication skills; attention to detail; reliable and prompt; exhibit awareness and sensitivity to diversity; able to work independently as well as in a team environment.

Five years or more of experience as an director/owner of an early childhood setting (center-based) serving children under age 5.

Experience conducting adult education trainings and providing coaching / technical assistance to implement program quality standards in early childhood education setting.

Technology and Transportation

Must possess reliable transportation for statewide travel and access to technology is required to submit digital documentation reports, complete coaching plans and PAS-3 assessments. Proficient in Microsoft Word and Excel software usage.

SUBMISSION PROCESS

Interested individuals must submit a resume and cover letter to hr@scfirststeps.org for review. Qualified individuals may be invited to participate in an in-person interview at the SC First Steps State Office. Selected individuals will be asked to begin the background screenings and vendor registration process prior to execution of an independent contract agreement with SC First Steps. Selected individuals will be responsible for completing all required SC state vendor registration and onboarding requirements prior to execution of a contract and receipt of assignments. Once a contractor has an executed contract on-file, they will gain access to the mandatory training and the subsequent assignment schedule. Selected individuals may also be required to disclose any actual or potential conflicts of interest, including relationships with Providers, Program participants, or SC First Steps personnel, prior to assignment selection or contract execution.

Independent Contractor Disclaimer

4K Business Development Coaches and PAS assessors are independent contractors and are not employees, agents, or representatives of SC First Steps. Participation in this opportunity does not create an employment relationship with SC First Steps or the State of South Carolina. Independent contractors are not eligible for employee benefits and are responsible for their own taxes, insurance, and business-related expenses unless otherwise provided in an executed contract agreement.

About SC First Steps

South Carolina First Steps is the state's early childhood agency and a 501(c)(3) nonprofit organization, working collaboratively to ensure that every child starts school ready to reach their highest potential. We partner with parents, caregivers, early educators, and other organizations to serve children birth to age 5 and their families statewide. Services are delivered through 46 local partnerships and through First Steps 4K, which provides high-quality preschool for eligible four-year-olds in more than 390 classrooms across licensed childcare centers, private schools, and charter schools.