



Request for Qualified Independent Contractors: 4K Success Monitors

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

Overview

SC First Steps seeks external, independent contractors to serve as 4K Success Monitors across South Carolina. 4K Success Monitors are an essential part of the First Steps 4K Program, conducting classroom observations to ensure 4K Providers adhere to established program operations, classroom guidelines, and regulatory requirements. This contract role is designed for experienced education professionals as well as individuals with a strong understanding of early childhood systems. 4K Success Monitors will maintain a flexible schedule by selecting assignments that align with their availability within designated morning and afternoon observation windows from September through April.

Site Observation Responsibilities and Contractual Requirements

4K Success Monitors conduct 45-minute, on-site observations during the First Steps 4K Program's peak operating hours (between 8:00 AM – 11:00 AM and 1:00 PM – 3:00 PM). Monitors must utilize the official First Steps 4K monitoring checklist to verify adherence to compliance mandates, ensuring all components of the classroom environment meet quality benchmarks and program standards. Following an assigned visit, 4K Success Monitors must document observations into clear, objective notes using the designated documentation tool and submit all documentation to SC First Steps within one (1) business day of the observation.

Training & Administrative Requirements

Prior to signing up for field assignments, 4K Success Monitors must complete a mandatory one and a half (1.5) hour virtual, self-paced training through the First Steps 4K Learning Management System (LMS). This training ensures alignment with state monitoring protocols and reporting expectations. Upon successful completion of the LMS training, the contractor will earn a flat payment for completing the required training.

Once training is completed and all onboarding requirements are finalized, contractors may self-select available monitoring assignments throughout the state from September – April. 4K Success Monitors are expected to adhere to their schedule and fulfill all assignments

for which they have registered. Failure to attend a scheduled assignment or repeated late arrivals at a monitoring site may result in termination of the 4K Success Monitor's contract.

Qualifications & Experience

4K Success Monitors should have a professional foundation in the field of education. Ideal applicants include retired educators, graduate students in related fields, and freelance education consultants.

Qualifications:

- **(Preferred) Educational Background:** Associates, bachelor's, master's in early childhood or related field.
 - **Experience:** Experience in education administration, child development, social work, behavioral health, or related human services fields.
 - **Regulatory Knowledge:** Demonstrated understanding of early childhood compliance standards and the ability to interpret state educational regulations.
 - **Observation Skills:** Proven ability to record detailed, objective impartial observations in a fast-paced classroom environment.
 - **State-Mandated Background Checks:** Willingness to complete all state-mandated background checks necessary for participation in preschool classroom settings.
 - **Technology and Transportation:** Must possess reliable transportation for statewide travel and access to technology is required to submit digital documentation reports.
-

Application 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 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 Success Monitors serve as 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.

Compensation

4K Success Monitors will receive compensation at a flat rate of \$125 for each documented 45-minute observation. To receive payment, 4K Success Monitors must submit a monthly invoice detailing all observations completed. SC First Steps will provide the required invoice template.

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, one in each county, and through First Steps 4K, which provides high-quality preschool for eligible four-year-olds in more than 390 classrooms across licensed child care centers, private schools, and charter schools.