



4K Lead Coach (Internal Recruitment Notice)

State Classification: Education Associate (CB05)

Compensation: Based on qualifications, relevant experience, and demonstrated performance.

To apply: [SC First Steps 4K Lead Coach Application](#)

Application Deadline: 11:59 pm, August 4, 2026

Minimum Requirements:

Bachelor's degree in Early Childhood Education, Child Development, Elementary Education, or a closely related field.

Proven track record of high performance as a First Steps 4K Coach with demonstrated mastery of the First Steps 4K model, CLASS-driven instructional coaching techniques, and classroom best practices.

Must be willing and able to perform weekly travel around their region to meet with their coaches and coach side-by-side with their team.

Preferred Qualifications:

1+ years of supervisory, managerial, or lead-level experience overseeing staff, direct reports, or team projects.

Experience in adult learning, peer mentoring, or delivering regional professional development workshops.

Familiarity with program data tracking platforms

Other Hiring Considerations:

Performance Metrics: Consideration will be given to historical performance data, including the average number of coaching hours maintained over the course of employment with SCFS in relation to coaching territory size as well as proactive engagement in past coach training and 4K professional development events.

Knowledge, Skills and Abilities:

Deep understanding of early childhood curriculum, instructional strategies, and adult learning principles.

Strong proficiency in coaching documentation and reporting systems to monitor service delivery and troubleshoot classroom challenges.

Exceptional interpersonal, communication, and conflict-resolution skills with the ability to advocate for field staff and build a collaborative team culture.

Strong organizational and time-management skills to effectively balance regional supervision with direct field-coaching duties.

Supervision Responsibilities:

Education Associate (CB05): 3-5 4K Coaches

Job Purpose:

The 4K Lead Coach is a high-impact leadership role designed to advance program quality, instructional fidelity, and regional accountability across First Steps 4K provider sites. Balancing direct field-based coaching with team leadership, this position serves as the primary support system for a regional coaching team providing supervision, ongoing mentorship, and professional development to 3–5 regional 4K Coaches.

By maintaining a portfolio of provider sites while leading their team, the 4K Lead Coach models high-quality, CLASS-driven instructional coaching, monitors regional service delivery, and ensures 4K Coaches effectively support providers using relationship-based principles. In close collaboration with the 4K Leadership Team, the 4K Lead Coach ensures program standards meet legislative requirements and advances best practices in early childhood education.

Job Function #1 (35%)

Supervise a regional territory of 3–5 4K Coaches, spending at least two days weekly in the field shadowing, co-coaching, and mentoring coaches to ensure high-quality service delivery. Review coaching documentation in CaseWorthy, monitor regional data completion, and support coaches with 4K site problem-solving and teacher support strategies. Host regional 4K Coach meetings, facilitate peer-to-peer side-by-side coaching opportunities, and manage temporary territory coverage as needed. Support the screening, hiring, and onboarding of new 4K Coaches, while identifying team professional development needs in collaboration with the Director of 4K Professional Development.

Job Function #2 (20%):

Maintain a direct coaching portfolio of 5–8 4K classrooms, executing all core duties of a 4K Coach. Model "gold standard" CLASS-driven coaching techniques, effective teaching strategies, classroom management, and play-based learning integration (literacy, numeracy, and social-emotional development). Oversee student assessment implementation and guide 4K instructional staff in using data to inform lesson planning and instruction. Completes required 4K Coach documentation logs, maintain provider visit records, and deliver constructive feedback to 4K instructional staff and administrators in alignment with First Steps 4K Program Guidelines.

Job Function #3 (15%):

Serve as the primary communication link between regional coaches and 4K Leadership, advocating for coach needs and troubleshooting regional operational challenges. Partner with the Chief of Early Learning to roll out state initiatives, pilots, and policies with fidelity across the region. Foster a positive, collaborative, and supportive culture to boost morale and retention across the regional 4K Coach team.

Job Function #4 (15%):

Deliver professional development offerings for 4K providers, staff, and regional partners. Collaborate with internal teams, state agencies, and community partners (including, but not limited to, First Steps Local Partnerships, DSS, CCR&R, and SC Childcare Scholarships) to enhance early education opportunities. Support provider strategies that engage families and connect them with community resources.

Job Function #5 (10%)

Supervises staff to include preparing performance planning and evaluation documents and related personnel paperwork. Coaches, counsels and trains employees. Establishes and monitors work processes. Implements management policies and initiatives and promotes teamwork.

Job Function #6 (5%):

Other duties as assigned.