

State of South Carolina

## 4K Coach - 60024774 & 60027926 (Spartanburg County)

<b>SALARY</b>	\$56,210.00 - \$104,000.00 Annually	<b>LOCATION</b>	Spartanburg County, SC
<b>JOB TYPE</b>	FTE - Full-Time	<b>JOB NUMBER</b>	174406
<b>AGENCY</b>	First Steps	<b>DIVISION</b>	SC First Steps
<b>OPENING DATE</b>	03/10/2025	<b>CLOSING DATE</b>	3/19/2025 11:59 PM Eastern
<b>AGENCY SPECIFIC APPLICATION PROCEDURES:</b>	All applicants must apply online.	<b>CLASS CODE:</b>	CB05
<b>POSITION NUMBER:</b>	60024774 & 60027926	<b>NORMAL WORK SCHEDULE:</b>	Monday - Friday (8:30 - 5:00)
<b>PAY BAND</b>	Band 7	<b>HIRING RANGE - MIN.</b>	\$56,210.00
<b>HIRING RANGE - MAX.</b>	\$80,105.00	<b>OPENING DATE</b>	03/10/2025
<b>EEO STATEMENT</b>	Equal Opportunity Employer	<b>VETERAN PREFERENCE STATEMENT</b>	South Carolina is making our Veterans a priority for employment in state agencies and institutions.

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### Job Responsibilities



Are you an experienced professional looking for new opportunities to further your career? South Carolina First Steps is seeking a hardworking and dependable candidate just like you to apply! This position will offer great benefits with the state, including 15 days of annual and sick leave per year or more depending on applicable state service.

The Responsibilities of the 4K Coach (These positions are located in Spartanburg County):

This position is responsible for providing ongoing mentoring, coaching, monitoring and technical assistance to providers approved for First Steps 4K. Serve as a resource for quality improvement and accountability using relationship-based principles and practices to drive improvement. 4K Coaches will collaborate with First Steps staff to develop and promote program accountability, instructional practices, and professional development structures which meet legislative requirements and advance best practices in early childhood education.

Must be self-motivated and capable of delivering high quality work. This position will work under the direct supervision of a 4K Manager, and the 4K State Director. Must display the ability to work independently while maintaining accountability.

- Conduct regular coaching visits for teachers that build relationships with providers to support the implementation of high-quality early learning curricula and best practices in First Steps 4K classrooms. Model effective teaching strategies and classroom management techniques while offering feedback and guidance to assess instructional effectiveness with goals of improving instruction and lesson planning. Support teachers in integrating literacy, numeracy, social-emotional, and play-based learning.
- Oversee implantation of student assessment tools for performance and progress of skills. Guide teachers in using data to inform instruction and improve student outcomes. Conduct classroom observations to assess instructional and program effectiveness. Assist in collecting and analyzing data for program evaluation and improvement to share with teachers and leaders.
- Document all provider visits and provide constructive feedback to teachers and leaders while maintaining the daily and weekly completion of coaching tools for accountability to First Steps 4K. Monitor and track student enrollment and attendance. Ensure that services implemented are consistent with all goals and measures of First Steps 4K Program Guidelines, while participating as part of the 4K Team.
- Create, implement, and deliver training and professional development offerings for 4K providers, staff, and our partner with community organizations, to include First Steps Local Partnerships, DSS Childcare Licensing, ABC-Q, CCR&R, SC Childcare Scholarship, etc., to enhance all early educational opportunities. Collaborate with families to support children's learning and development while helping them connect with resources to engage in their child's education.
- Assist with the recruitment of new 4K providers. Conduct on-site evaluations of potential new 4K providers with the 4K Team. Implement onboarding for approved providers. Provide guidance and monitoring of the classroom materials grant, and other grant opportunities as applicable. Support the maintenance of classroom inventories.
- Perform other assigned duties.

## **Minimum and Additional Requirements**

- Bachelor's degree in early childhood education or a related field.

### **Additional Requirements:**

- Extensive knowledge of child development/early childhood pedagogy.
- Technical assistance/mentoring skills.
- Knowledge of early childhood classroom quality and child assessment tools.
- Knowledge of SC Childcare Licensing, 4K Guidelines, and SC First Steps initiatives.
- Proficient in Microsoft Word and Excel software usage.
- 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 in a team environment.
- Position will be based remotely and entails extensive regional travel.
- A valid driver's license is required, as well as the ability to drive a state vehicle.
- Limited after-hours work required.

## **Preferred Qualifications**

- Master's degree preferred, pre-k teaching experience and SC Early Childhood teacher certification.

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**Employer**

State of South Carolina

**Agency**

First Steps

**Address**

636 Rosewood Drive

Columbia, South Carolina, 29201

**Phone**

803-734-0479

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## 4K Coach - 60024774 & 60027926 (Spartanburg County) 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 to determine if an applicant has met the qualifications for the position. I have read and acknowledge the above statement.

☐ Yes

☐ No

**\*QUESTION 2**

Do you have at least a bachelor's degree in early childhood education or related field?

☐ Yes

☐ No

**\*QUESTION 3**

Please briefly describe your experience as it relates to this position.

**\*QUESTION 4**

Do you possess a valid Class D driver's license, or if you do not already have one, do you have the ability to obtain a Class D driver's license?

☐ Yes

☐ No

**\*QUESTION 5**

Are you willing to travel for work when required?

☐ Yes

☐ No

**\*QUESTION 6**

**How did you hear about this position?**

- ☐ SC State Jobs Website - jobs.sc.gov
- ☐ Indeed.com
- ☐ LinkedIn.com
- ☐ A current employee
- ☐ A former employee
- ☐ Other (please specify below)

**\*QUESTION 7**

**If you answered "other" to the question above, please specify where you heard about this position below.**

\* Required Question