



Child Enrichment Center at The Baptist Church of Beaufort

First Steps 4K Instructional Job Description

Position Details:

Location: **The Baptist Church of Beaufort, 601 Charles Street, Beaufort, SC 29902**
Job Type: **Full-Time**
Wages: **Based on experience and education**

About First Steps 4K

The Child Early Reading Development and Education Program (CERDEP), also known as, First Steps 4K, was created as a pilot program in 2006 and codified alongside the state's Read to Succeed legislation (Act 284) in June 2014. Children who qualify for free- or reduced-price lunch, those receiving Medicaid, or those with a documented developmental delay are eligible to participate in First Steps 4K at no cost to the family. First Steps 4K is co-administered in private preschool settings by South Carolina First Steps to School Readiness (First Steps), the state's school readiness initiative.

Job Purpose

The 4-Year-Old Kindergarten (4K) Instructional Assistant provides a safe and nurturing environment for children that encourage their social, emotional, physical, and cognitive development. The Instructional Assistant works directly with the First Steps 4K Lead Teacher to implement a developmentally appropriate curriculum for enrolled children to prepare students for five-year-old kindergarten.

Minimum Requirements

- Possess, *at minimum*, a high school diploma or its equivalent.
- Have at least two years of documented experience working with children under the age of five.
- Completion of the Early Childhood Education Credential (ECD 101) or enroll and complete this course within twelve months of hire date.
- Provide a minimum of two references familiar with your work history.
- Able to pass a Child Abuse and Neglect Central Registry background check.
- *Preferred: Two-year degree with experience and pre-service training in early childhood education.*

Job Duties

- Assist the First Steps 4K Lead teacher with the development and execution of weekly lesson plans.
- Engage constructively with individual children during activities and routines.
- Adhere to the First Steps 4K guidelines.
- Attend all required First Steps and Department of Social Services trainings and obtain required continuing education hours.
- Demonstrate effective listening, oral and written communication skills.
- Maintain a positive work atmosphere by displaying professional behavior to ensure a safe and healthy environment for all students, coworkers, parents, supervisors, and the public.
- Always follow all employer policies and procedures.

To apply, email your resume to Kelly Zytynski at kzytynski@bcob.org