



### **Early Care and Education Quality Coordinator**

**State job classification:** Program Coordinator II (Band 6)

**Status:** Time-limited

### **Organization**

South Carolina First Steps (SCFS) is both a nonprofit and state agency and is the only dedicated, comprehensive early childhood agency in South Carolina focused on getting children ready for school and life success. Annually, we serve more than 30,000 children. Established by the South Carolina General Assembly in 1999, SC First Steps provides funding and support to a network of 46 local, First Steps partnerships, one in every county. Through the partnerships, First Steps provides evidence-based parenting, literacy, and development programs; training for early childhood educators; child care scholarships; child care quality enhancement; and a slate of other early interventions. Through First Steps 4K, the agency partners with over 200 child care centers to offer free, high-quality, educational Pre-K 4 to more than 2500 children. In addition to developing, funding, and supporting programs and initiatives statewide, South Carolina First Steps coordinates the activities of the South Carolina Early Childhood Advisory Council, a collaborative body representing the state's early childhood system. The Early Childhood Advisory Council works to ensure that South Carolina's children arrive at school ready to reach their highest potential, are healthy and safe, and are actively supported by their families and communities.

The diverse workforce that makes up the 65+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. As an organization, we value children, relationships, equity, high quality, and results. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

### **Team: Local Partnership Team**

Over the past 20 years, the SC First Steps Local Partnership Team has evolved to meet the changing needs of local county partnerships and to adapt to the opportunities provided as the early childhood education field advances its knowledge and experience within our state and nation. First Steps' Enabling Legislation describes Technical Assistance (TA) and consultation as a duty of the state office to, *"provide technical assistance, consultation, and support to county partnerships to facilitate their success including, but not limited to, model programs, strategic planning, leadership development, best practice, successful strategies, collaboration, financing, and evaluation."* The state is divided into seven regions comprised of six to seven counties. Each region has an assigned Local Partnership Program Officer. Local Partnership Program Officers also have an area of expertise which includes evaluation and data management, parenting and home visiting, early education and child development, non-profit management and governance, health, and transitions.

### **Position Description**

Reporting to the Early Care and Education Team Leader, the Child Care Quality Coordinator will provide training, coaching and support to First Steps local partnerships as they work to improve child care quality statewide, particularly to Child Care Technical Assistance staff in the First Steps

Child Care Quality Enhancement program. Position will promote and implement evidence-based practices in the field of early education; and work in coordination with other state programs and community agencies who support child care providers.

### **Responsibilities and Duties**

1. Conducts ongoing mentoring and coaching visits to First Steps Local Partnerships, prioritizing Quality Enhancement Technical Assistance staff, across the state and the child care providers they serve. 30%
2. Assists Child Care Technical Assistance staff with the development, implementation, and monitoring of quality improvement plans for child care providers and reflective practice required as a condition of participation in First Steps Child Care Quality Enhancement programs. 20%
3. Promotes child care provider progression in SC's ABC Quality Assessment Tool and Environment Rating Scales (ERS) by supporting Technical Assistants in addressing provider needs and making recommendations for improvement. 20%
4. Assists First Steps Child Care Technical Assistants in supporting providers through developmentally appropriate activities, positive behavior management strategies, and social and emotional support of children from culturally appropriate perspectives. 15%
5. Works collaboratively and builds connections with First Steps 4K and other state programs and community agencies working with child care providers serving young children. 10%
6. Assists with the coordination of information between state and community programs serving young children, child care technical assistance staff, and child care providers. Other duties as assigned. 5%

### **Qualifications and Skills**

#### **Required**

- Bachelor's degree (minimum) in early childhood or related field
- Must have at least 5 years of experience in child development and/or early childhood education
- Must have knowledge of SC Child Care Licensing requirements
- Must have experience providing technical assistance or serving in a supervisory position in a child care setting with knowledge and experience in reflective practice
- Must have SC Endeavors Certified Trainer qualifications or be able to apply for this certifications based on SC Endeavors requirements
- Must possess leadership ability and organizational skills
- Must have good interpersonal and communication skills, including the ability to work as part of a team; communicate effectively both orally and in writing, receive and provide feedback, and manage dynamic interchanges in meetings
- Must possess initiative and problem-solving capabilities
- Must be able to work well with people from varying backgrounds, cultures, and race/ethnicities
- Must be able to demonstrate and promote inclusivity and -culturally responsive competence.
- Experience administering ITERS and/or ECERS

### Preferred

- Teaching experience for adult learners

### Other Requirements:

- Valid South Carolina Class "D" Driver's License and ability to travel in-state and out of state
- Ability to travel extensively to local partnership offices and child care settings.
- Maintain and show proof of personal auto insurance
- Must be able to accept some exposure to communicable diseases (i.e. child care settings)
- Must be able to work in an environment that may be moderate to loud (i.e. child care settings)

### Benefits

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program and generous annual and sick leave policies, to a solid and secure retirement system. The State of South Carolina offers a competitive benefits program for state employees.

**To apply, submit an official application at <https://bit.ly/48h5wFU> and send your cover letter and resume to Avian Jones at [hr@scfirststeps.org](mailto:hr@scfirststeps.org)**