



**Position Description:** Child Care Quality Coordinator

**Organization**

Created by the SC General Assembly in 1999, South Carolina First Steps to School Readiness is the state’s comprehensive early childhood education agency and a 501(c)3 nonprofit organization. SC First Steps (SCFS) takes a holistic approach to accomplishing our mission of preparing all kids for success in school, work and life, offering services that improve children’s health, strengthen families, expand access to quality child care, increase participation in four-year-old kindergarten (4K) programs and help transition rising kindergartners into school. Through a network of 46 affiliates, called “local partners,” SCFS reaches children 0-5 and their families in every county of the state. With funding from the state, annually, SCFS provides over 2200 four-year-olds with access to Pre-K 4 across 64 school districts. The diverse workforce that makes up the 50+ member team at SCFS includes salaried, hourly, and grant-funded positions and is governed by a State Board of Trustees. 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 Technical Assistance and Support**

Over the past 20 years, the SC First Steps Local Partnership Technical Assistance and Support 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) 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.”* Local Partnership Program Officers are assigned to support specific counties but also have an area of expertise such as: resource development and grant writing, evaluation and data management, parenting and home visiting, early education and child development, non-profit management and governance, and community and business engagement. The Local Partnership Technical Assistance and Support team share questions and issues across the counties they are individually assigned to support. Support is also organized between the key program areas of Parenting and Early Care and Education. Each team has a designated team leader. In addition, the Local Partnership Team includes a Communications Coordinator.

**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 childcare 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 childcare providers they serve.
2. Assists Child Care Technical Assistance staff with the development, implementation, and monitoring of quality improvement plans for childcare providers and reflective practice required as a condition of participation in First Steps Child Care Quality Enhancement programs.
3. Promotes childcare 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.
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.
5. Works collaboratively and builds connections with First Steps 4K and other state programs and community agencies working with childcare providers serving young children.
6. Assists with the coordination of information between state and community programs serving young children, childcare technical assistance staff, and childcare providers.
7. Other duties as assigned.

**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 Technical Assistance Certification and Certified Trainer qualifications or be able to apply for these 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.

**Preferred:**

- Teaching experience for adult learners
- ITERS and/or ECERS trainings at Frank Porter Graham or by the Environment Rating Scale Institute (ERSI)
- Experience administering ITERS and/or ECERS
- Experience or familiarity with the Pyramid Social Emotional model/CSEFEL

**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 childcare settings.
- Maintain and show proof of personal auto insurance
- Must be able to accept some exposure to communicable diseases (i.e. childcare settings)
- Must be able to work in an environment that may be moderate to loud (i.e. childcare 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 your cover letter and resume to Avian Jones at [ajones@scfirststeps.org](mailto:ajones@scfirststeps.org).**