

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Director – Major Grant
Program:	Choices Child Care Resource & Referral
FLSA Class:	Exempt
Position Accountable to:	Executive Director
Position(s) Accountable for:	All Resource & Referral Staff
Purpose of Position:	Serve as Director of Child Care Resource & Referral program overseeing operation of services.
Educational Requirements:	Master's Degree in early childhood, elementary education, special education, educational psychology, non- profit management, or child development preferred. Bachelor's Degree in early childhood care and education, child development or human services accepted.
Experiential Requirements:	Master's Degree experiential requirements: management position or leadership position in the field of early education. Bachelor's Degree experiential requirements: at least 2 years of professional experience working with families and children, and experience in a management position or a leadership position in the field of early childhood.
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Provisional Employment Period:	Six months
Pre-Employment Requirement	Must pass drug screening and have acceptable background check

Capabilities/Skills:
Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.
Able to be reliable, responsible and dependable.
Possess excellent verbal, written communication and computer skills.
Ability to engage effectively with the public and community.
Able to travel extensively and work flexible hours.
Must have an acceptable Criminal Investigation Background (CIB) check, may require Child

Protective Services (CPS) check.

Must be eligible to meet requirements of the STARS career pathway and obtain trainer credentials.

Ability to lift training equipment, shipments, deliveries, reams of paper, van equipment and resources.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload trucks, as needed or requested.

Able to evaluate and/or prepare financial and statistical reports in a timely manner.

Ability to adapt, troubleshoot and present solutions in a fluid work environment.

Perform assignments efficiently and accurately with attention to details.

Mentor staff and early childhood community.

Be a supportive and productive role model for agency and program.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow all agency policies and procedures.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Work effectively within a diverse environment.

Facilitate program operations according to the agency Management by Objectives benchmarks.

Plan and implement program budget with Director of Business and Finance; prepare and submit monthly, quarterly and/or annual reports as required.

Oversee all program activities including planning and facilitating regular staff meetings.

Participate in monthly management team meetings and committee meetings as needed.

Keep Executive Director informed on all relevant matters.

Have access to dependable transportation and personal credit card.

Staff Supervision

Conduct interviews, make recommendations for employment, train, supervise, evaluate and implement progressive disciplines needed in conjunction with Executive Director for staff positions for which accountable (see above); facilitate the development of the *Individual Staff Development Plan*.

Schedule staff and approve bi-weekly payroll time reports and leave forms.

Approve monthly transportation and travel reimbursement requests for all staff.

Demonstrates conflict management skills.

Ability to apply critical thinking skills.

Program

Oversee the implementation of requirements of the Policy and Procedure Manual developed by the West Virginia Department of Health and Human Resources.

Oversee the distributions of an annual grant fund for family child care providers; process, approve and/or deny provider grants and send appropriate requisitions to RVCDS.

Oversee the administration of the Certificate Subsidy Program.

Participate in quarterly statewide meetings.

Assist in preparing the grant renewal process each fiscal year.

Oversee fraud investigations.

Participate on committees relevant to program/projects as requested.

Any other duties assigned by the Executive Director.

Signature: _____

Date: _____