

# River Valley Child Development Services

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

## Job Description

<b>Position:</b>	Early Childhood Specialist – Infant and Toddler
<b>Program:</b>	Choices Child Care Resource & Referral
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	Supervisor, Director – Choices CCR&R, Executive Director
<b>Position(s) Accountable for:</b>	N/A
<b>Purpose of Position:</b>	Organize and conduct the West Virginia Infant Toddler Professional Development Program (WVIT PDP) for caregivers and administrators and other trainings as designated
<b>Educational Requirements:</b>	Bachelor's degree in an Early Childhood/Child Development field or upon written request, the WVDHHR ECE Division may approve an individual in a related field with at least 15 college credit hours in early childhood and one year relevant occupational experience
<b>Experiential Requirements:</b>	One year relevant occupational experience
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Drivers License, Liability Insurance, and Acceptable Driving Record:</b>	Required
<b>Provisional Employment Period:</b>	Six months

<b>Capabilities/Skills:</b>
<p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Able to be reliable, responsible and dependable.</p> <p>Possess excellent verbal, written communication and computer skills.</p> <p>Ability to engage effectively with the public and community.</p> <p>Able to travel extensively and work flexible hours.</p> <p>Must successfully pass a pre-employment drug screening.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.</p>

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.

**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.

Keep supervisor informed on all relevant matters.

Have access to dependable transportation and personal credit card.

**Program**

Develop and conduct professional development sessions in accordance with Policy and Procedures Manual and the annual Professional Development Plan.

Link all professional development sessions to the WV Core Knowledge and Core Competencies.

Register professional development sessions quarterly with the WV Early Childhood Professional Development Calendar to meet the requirements of the Professional Development Plan.

Register all professional development sessions with the WV State Training and Registry System (STARS); document attendance at all sessions by using WV STARS sign in sheets and return them to WV STARS; distribute WV STARS certificates upon completion of sessions.

Maintain a file on each professional development topic delivered.

Identify areas of need for WVIT courses and establish accessible geographic locations and instruction times to meet providers' and administrators' needs to ensure that WVIT courses are offered a minimum of two times per year.

Implement WVIT I and II Administrator Modules as needed to build regional capacity of administrators having completed the modules.

Conduct WVIT I and II Caregiver modules and Technical Assistance for Caregivers of Infant and Toddlers (TACIT).

Conduct outreach efforts in relation to the WVIT PDP.

Conduct other infant/toddler trainings as required by the program.

Identify and recruit early care and education providers to participate in the Infant Toddler Quality Improvement Project (ITQuiP), a quality improvement plan including but not limited to: submission of appropriate, required paperwork; conduction of a pre and a post Environment Rating Scale; developing a plan of action based on the scale.

Attend quarterly meetings/professional development coordinated by WVECTCR and the Division of Early Care and Education.

Offer technical assistance to all new and existing providers; assist providers in problem-solving through individual consultation as well as by connecting providers to other community resources.

Provide information to providers on regulatory requirements and assist providers in complying with the health and safety requirements; refer questions on interpretation of regulations to appropriate regulatory staff.

Work cooperatively with Child Care Regulatory Specialists, providers, and Division of Early Care and Education staff to identify professional development needs and arrange specialized professional development opportunities to address the needs.

Work with Infant and Toddler Early Childhood Specialists statewide to develop a uniform core of professional development opportunities to ensure relative consistency of sessions offered statewide including the Infant Toddler Caregiver Summits and Great Beginnings Infant Toddler Conference

Integrate professional development opportunities on the Environmental Rating Scales as appropriate and through statewide professional development coordination efforts; participate as appropriate in reliability observations for the Environmental Rating Scales with the Division of Early Care and Education.

Conduct needs assessments on a regular basis and develops a plan for follow-up support.

Submit for approval all specific budget requests for materials, supplies and training resource materials.

Maintain and submit monthly and quarterly training statistics.

Submit an article for the quarterly newsletter.

Provide support to the Family Child Care Association as needed.

Attend monthly meetings with the professional development unit.

Participate on committees relevant to program/projects as requested.

Any other duties assigned by the Executive Director, Director – Choices CCR&R, Supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_