

# 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>	Supervisor – Professional Development
<b>Program:</b>	Choices Child Care Resource & Referral
<b>FLSA Class:</b>	Exempt
<b>Position Accountable to:</b>	Director - Choices CCR&R, Executive Director
<b>Position(s) Accountable for:</b>	Behavior Consultant, Early Childhood Specialists, TRAILS Specialist, TRAILS Associate, Administrative Secretary and Provider Support Specialist
<b>Purpose of Position:</b>	Supervise staff to ensure compliance with the Policy and Procedure Manual and Child Care Policy
<b>Educational Requirements:</b>	Bachelor's degree in child development, early care and education, human services or a related field: social work, sociology, psychology, counseling or interpersonal communications
<b>Experiential Requirements:</b>	Two years of experience in early childhood and experience in a management position or a leadership position in the field of early childhood
<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

### 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 successfully pass a pre-employment drug screening.

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.

**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 program director informed on all relevant matters.

Have access to dependable transportation and personal credit card.

**Staff Supervision**

Supervise, evaluate and implement progressive discipline as needed in conjunction with program 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; monitor staff attendance via travel forms and timesheets.

Complete performance evaluations on each staff member in unit and recommend actions such as selecting, removing, advancing in pay, or promoting subordinate employees to the director.

Assist program director in the recruitment and training of training unit staff, and recommend personnel actions for the program.

Oversee the orientation and training of new staff.

Assure all staff in unit is meeting expectations of the Policy and Procedure Manual and Child Care Policy.

Plan and facilitate training unit meetings.

Demonstrates conflict management skills.

Ability to apply critical thinking skills.

**Program**

Perform day-to-day administrative tasks such as maintaining information files and processing paperwork.

Oversee all program activities and grant requirements related to both the Policy and Procedure Manual and annual Professional Development Plan and individual Quality Assurance Plan related to the training unit.

Facilitate specific program budgets (i.e. Infant Toddler funds) and allocations of funds for staff, supplies, materials, and equipment, and ensure authorization of purchases and approval of expenditures by the program director.

Act as a liaison between the training unit and other administrative staff.

Create and update the Professional Development Plan assuring the Policy and Procedure Manual requirements are met.

Ensure all policies related to the West Virginia State Training And Registry System are adhered to by training staff.

Design and distribute quarterly newsletter.

Respond to any inquiry and return messages within 3 business days.

Participate on committees relevant to program/projects as requested.

Any other duties as assigned by the Executive Director and Director - Choices CCR&R.

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