

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
Program:	Connect 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:	Bachelor's Degree in child development, early care and education or related field with 15 hours in child development
Experiential Requirements:	Two years experience in early childhood 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
Driver's License, Liability Insurance and Acceptable Driving Record:	Required
Provisional Employment Period	6 months

Capabilities/Skills:
<p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Able to be reliable, responsible, respectful and dependable.</p> <p>Excellent verbal, written communication and computer skills, including knowledge of word processing and spreadsheet software.</p> <p>Must have the ability to travel.</p> <p>Must successfully pass a pre-employment drug screening.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may be required to have a Child Protective Services (CPS) check.</p> <p>Must be eligible to meet requirements of the WV STARS career pathway.</p> <p>May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s)</p>

as needed or requested.

Ability to engage effectively with the public and community.

Provide direct/appropriate feedback.

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 detail.

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

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

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

Follow all agency policies and procedures.

Keep Executive Director informed on all relevant matters.

Work effectively within a diverse environment.

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

Travel and have access to dependable transportation and personal credit card.

Submit bi-weekly timesheets..

Submit a leave request when requesting time off.

Submit transportation reimbursement forms monthly when claiming mileage and/or parking/toll fees accrued while performing your job responsibilities.

Submit overnight travel requests when performing your job responsibilities requires overnight travel.

Submit other forms as requested.

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

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

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

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.

Demonstrate conflict management skills.

Ability to apply critical thinking skills.

Assist with scheduling of staff.

Review and/or approve bi-weekly payroll timesheets and leave forms and submit to RVCDS payroll.

Approve monthly transportation and travel reimbursement requests and submit to RVCDS payroll.

Approve overnight travel requests and reimbursement and submit to RVCDS payroll.

Program

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

Oversee the distribution of annual health and safety grant fund for family child care providers and family child care facilities. Oversee the processing, approval and/or denial of provider grants and sending the appropriate requisitions to RVCDS.

Oversee the administration of the Certificate Subsidy Program.

Oversee the activities of the Professional Development Team.

Assist in preparing the grant renewal process each fiscal year.

Oversee fraud investigations.

Frequent travel within an assigned region.

Participate on committees relevant to program/projects as requested.

Implement and provide ongoing training of the Safety Plan.

Participate in quarterly statewide meetings.

Any other duties assigned by the Executive Director.

Signature

Date