

River Valley Child Development Services

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

Job Description

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| Position: | Early Childhood Specialist |
| Program: | Connect Child Care Resource & Referral |
| FLSA Class: | Non-Exempt |
| Position Accountable to: | Supervisor, Director – Connect CCR&R, Executive Director |
| Position(s) Accountable for: | N/A |
| Purpose of Position: | Provide on-site training and technical assistance and distribution of resources to child care providers and development of need based professional development opportunities |
| Educational Requirements: | 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 |
| Experiential Requirements: | One year relevant occupational experience |
| Additional Training Required: | N/A |
| Drivers License, Liability Insurance, and Acceptable Driving Record: | Required |
| Additional Required Certifications/Tests/Licenses: | N/A |
| Provisional Period: | Six months |

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| Capabilities/Skills: |
| <p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality and customer service.</p> <p>Able to be reliable, responsible and dependable.</p> <p>Possess excellent verbal, written communication and computer skills.</p> <p>Ability to travel as needed.</p> <p>Adapt to flexible schedule as required by occasional evening and weekend work.</p> <p>Ability to follow directions.</p> <p>Complete assignments efficiently and accurately with attention to details.</p> |

Must be eligible to meet the requirements of the STARS career pathway.

Must have an acceptable Criminal Investigation Background (CIB) check, requires Child Protective Services (CPS) check.

Must pass a pre-employment drug test before an employment offer is made.

Ability to lift wheelie carts, training equipment, shipments, deliveries, reams of paper, WVECTCR publications, children when on TA visits, 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:

General

Adhere to NAEYC Code of Ethics.

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

Keep supervisor informed on all relevant matters.

Have access to dependable transportation and personal credit card as needed for travel.

Complete ISDP requirements.

Program

Organize, register and conduct professional development sessions in accordance with the Policy and Procedure 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 the WV Stars; distribute WV STARS certificates upon completion of sessions. Link all professional development sessions to the WV Core Knowledge and Core Competencies.

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

Offer information and professional development to providers on curricula, assist interested providers with implementation and expanded use of curricula by child care providers.

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, QRIS Staff and Division of Early Care and Education staff to identify professional development needs and arrange specialized professional development opportunities to address the needs.

Utilize available technology such as the internet, satellite programming, and Power Point presentations to support professional development delivery.

Work with Early Childhood Specialist statewide to develop a uniform core of professional development opportunities to ensure relative consistency of sessions offered statewide.

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.

Conducts needs assessments on a regular basis and develop a plan for follow up support for providers.

Submit for approval specific budget requests for materials, supplies and training resource materials to the supervisor in a timely manner.

Provide support to the Family Child Care Association as needed.

Participate on committees and attend meetings relevant to the program, projects, and agency as requested.

Build rapport and develop constructive and cooperative working relationships with providers.

Any other duties assigned by the Executive Director, Director of Connect CCR&R, and/or Supervisor.

Job Duties:

Prepare and submit bi-weekly timesheets on time and accurately.

Prepare and submit leave request forms if needed on time and accurately.

Prepare and submit travel request forms if needed.

Submit an article for the quarterly newsletter.

Attend monthly meetings with the professional development unit.

Attend Professional Development Advisory Council meetings.

Attend monthly staff meetings.

Maintain and submit monthly and quarterly training statistics to supervisor.

Maintain a file on each professional development topic delivered.

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

Respond to inquiries and return messages within 48 hours of returning to the office.

Printed Name: _____

Signature: _____

Date: _____