

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:	Supervisor of Professional Development
Program:	Connect Child Care Resource & Referral
FLSA Class:	Exempt
Position Accountable to:	Director - Connect CCR&R, Executive Director
Position(s) Accountable for:	Behavior Consultant, Early Childhood Specialists (with specific focus of either: TRAILS, Preschool/School Age, Preschool/Family Child Care, Infant and Toddler), TRAILS Associate
Purpose of Position:	Supervise staff to ensure compliance with the Policy and Procedure Manual and Child Care Policy
Educational Requirements:	Bachelor's degree in child development, early care and education, human services or a related field: social work, sociology, psychology, counseling or interpersonal communications
Experiential Requirements:	Two years of 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
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Additional Required Certifications/Tests/Licenses:	N/A
Provisional Period:	Six months

Capabilities/Skills:
<p>Able to organize and be self-directed, work collaboratively and lead team environments, facilitate group activities and maintain high level of confidentiality.</p> <p>Able to be reliable, responsible and dependable.</p> <p>Able to evaluate and/or prepare financial and statistical reports in a timely manner.</p> <p>Ability to adapt, troubleshoot and present solutions in a fluid work environment.</p> <p>Possess excellent verbal and written communication skills, including knowledge of word processing and spreadsheet software.</p> <p>Ability to follow directions.</p>

Complete assignments efficiently and accurately with attention to details.

Adapt to flexible schedule as required by occasional evening and weekend work.

Mentor staff and early childhood community.

Be supportive, respectful, and productive role model for the agency and program.

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

Ability to lift wheelie carts, professional development 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.

Must pass a pre-employment drug test.

Essential Responsibilities:

General

Adhere to NAEYC Code of Ethics.

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

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

Complete ISDP requirements.

Staff Supervision

Conduct interviews and make recommendations for employment.

Supervise, evaluate and implement progressive discipline as needed in conjunction with Director for staff positions for which accountable.

Complete performance evaluations on each unity member after 30 days of new employment, at the end of the new hire's probationary period, and annually.

Facilitate the development of the *Individual Staff Development Plan* for all staff positions for which accountable based on the needs identified when completing performance evaluations.

Communicate staff issues, planning, and other unit and/or program matters to the Director.

Schedule staff and approve and submit staff paperwork such as timesheets, leave forms

and travel reimbursements requests.

Communicate with staff and keep them up to date with program changes, unit changes, concerns, or new policies or procedures by conducting team meetings, meeting with small groups, meeting with individuals, emailing, verbal notification, or via written correspondence.

Develop a training plan for new team members and oversee and provide their training.

Schedules staff and monitors staff attendance.

Program

Oversee all program activities and grant requirements related to both the Policy and Procedure Manual, and Professional Development Plan related to the professional development team.

Facilitate specific program budgets (i.e. Infant Toddler funds) and allocations of funds for supplies, materials and equipment. Follows all purchasing processes and submits all necessary paperwork. Ensure authorization of purchases and approval of expenditures by the Director. Forwards all paperwork for purchases to the Director including purchase requests, receipts, packing slips, and online eProcurement orders.

Act as a liaison and professionally communicates with partners such as: the Family Services team, administrative staff, Provider Services, the Professional Development team, members of Early Care and Education, agency staff, and facility.

Participate on committees and/or attend meetings relevant to program.

Attend trainings, conferences and program and/or agency in-services for professional development as required.

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

Facilitate regular Professional Development Advisory Council meetings.

Ensure all policies related to the West Virginia State Training and Registry System are adhered to by the professional development team.

Develop and distribute quarterly newsletter.

Conduct quality assurance to ensure that the Policy and Procedure Manual requirements are met and report findings to the Director.

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

Frequent travel in an assigned region.

Participate in monthly staff meetings.

Oversee the operations of the TRAILS van including but not limited to materials, van maintenance, and scheduling visits.

Assist other units when their supervisor is not available.

Job Duties:

Submit bi-weekly timesheets on time and accurately.

Submit leave request forms as needed on time and accurately.

Submit travel reimbursement forms as needed.

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

Approve and submit monthly transportation and travel reimbursement requests for staff for which accountable to the Director.

Submit monthly and quarterly reports on time.

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

Plan and facilitate regular unit meetings (at least monthly).

Participate in quarterly statewide meetings, agency meetings, facility meetings, or community meetings as needed.

Review orders and submit packing slips to Director when shipments of materials are received.

Ensure staff completes RODCA reports.

Printed Name: _____

Signature: _____

Date: _____