

# 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>	Director
<b>Program:</b>	Family Child Care Food Program
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	Executive Director
<b>Position(s) Accountable for:</b>	Monitor for the FCC Food Program
<b>Purpose of Position:</b>	Carry out policies set by USDA and Office of Child Nutrition
<b>Educational Requirements:</b>	Associate Degree
<b>Experiential Requirements:</b>	Preferred experience in early childhood or nutrition
<b>Additional Training required</b>	Fulfill requirements of Individual Staff Development Plan
<b>Driver's License, Liability Insurance and Acceptable Driving Record:</b>	Required
<b>Provisional Employment Period</b>	6 months

### Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.

Able to be reliable, responsible, respectful and dependable.

Excellent verbal, written communication and computer skills, including knowledge of word processing and spreadsheet software.

Must have the ability to travel.

Must successfully pass a pre-employment drug screening.

Must have an acceptable Criminal Investigation Background (CIB) check, may be required to have a Child Protective Services (CPS) check.

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

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s) 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.

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

**Staff Supervision**

Conduct interviews, make recommendations for employment, train, supervise, evaluate and implement progressive discipline as needed in conjunction with direct supervisor 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.

Approve monthly transportation and travel reimbursement requests.

Supervise the monitoring of the food program in each family child care home at least three (3) times per year.

**Program**

Understand and implement regulations dealing with family child care which are mandated by the Department of Agriculture and West Virginia Department of Education.

Understand provider's role and responsibilities.

Recruit potential providers.

Evaluate, enroll and approve family child care homes for the Child and Adult Food Program (CACFP).

Monitor Family Child Care homes.

Evaluate all menus monthly and work with the providers who are not in compliance with federal regulations to make necessary corrections.

Communicate with and cooperate with the Resource and Referral and WVDHHR to ensure state compliance.

Communicate clearly and accurately both verbally and in writing with the public and agency personnel.

Input data into software.

Train providers and key staff on program requirements and changes.

Coordinate with Executive Director and conduct monthly staff meetings.

Use social media to expand the program.

Return emails and phone calls within 2 business days.

Maintain provider files.

Put together required mailings.

Participate in program management review with office of child nutrition.

Any other duties assigned by the Executive Director.

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Signature

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Date

