

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-Major Grant
Program:	Link 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:	Master's Degree in early childhood, elementary education, special education, educational psychology, non-profit management, or child development preferred Bachelor's Degree in early childhood care and education, child development or human services accepted
Experiential Requirements:	Master's Degree experiential requirements: management position or leadership position in the field of early education Bachelor's Degree experiential requirements: at least 2 years of professional experience working with families and children, 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
Provisional Employment Period:	6 months
Pre-Employment Requirement	Must pass drug screening and have acceptable background check

Capabilities/Skills:
<p>Able to organize, prioritize work effectively and be self-directed; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.</p> <p>Reliable, responsible, and dependable.</p> <p>Possess and demonstrate excellent verbal and written communication and computer skills including knowledge of word processing and spreadsheet software.</p> <p>Able to evaluate and/or prepare financial and statistical reports in a timely manner.</p>

Able to adapt, troubleshoot and present solutions in a fluid work environment.

Perform assignments efficiently and accurately with attention to details.

Mentor staff and early childhood community.

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

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

Must pass a drug screening before an employment offer is made.

Must be eligible to meet requirements of the WV STARS career pathway including becoming a WV STARS credentialed trainer.

Able to travel extensively and work flexible hours.

Have access to a dependable transportation and a personal credit card.

Adapt to flexible schedule as required; could include evening and weekend work.

Ability to lift reams of paper, case files and office furniture, etc. and/or unload vehicles, as needed or requested.

Ability to engage effectively with the public and community.

Essential Responsibilities:

Agency

Adhere to the National Association for the Education of Young Children (NAEYC) Code of Ethics.

Promote unity and teamwork within Link Child Care Resource & Referral (Link CCR&R) program and River Valley Child Development Services (RVCDS).

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow and promote agency philosophy and mission.

Follow all Agency policies and procedures.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

Submit a bi-weekly timesheets in accordance with RVCDS policies and procedures.

Submit a leave request when requesting time off in accordance with RVCDS policies and procedures.

Submit transportation reimbursement forms monthly when claiming mileage and/or parking/toll fees accrued while performing your job responsibilities in accordance with RVCDS policies and procedures.

Submit overnight travel requests in accordance with RVCDS policies and procedures when performing your job responsibilities requires overnight travel.

Submit other forms as requested in accordance with RVCDS policies and procedures.

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

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

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

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

Program

Meet the expectations of the West Virginia Department of Health and Human Resources (WV DHHR) Bureau for Children and Families Division of Early Care and Education (ECE) Policy and Procedure Manual for Child Care Resource and Referral Services (Hereto referred to as the Policy and Procedure Manual).

Oversee the implementation of requirements of the Policy and Procedure Manual.

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 of the appropriate requisitions to RVCDS.

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

Oversee the administration of the Certificate Subsidy Program.

Oversee the activities of the Professional Development Training Team.

Oversee and administer budget in accordance with the Policy and Procedure Manual and RVCDS policies and procedures.

Coordinate or lead others in accomplishing annual work plan activities to meet objectives.

Direct activities and evaluate work of staff to ensure that projects and services are of

appropriate quality and that resources are used effectively.

Conduct monthly staff meetings.

Participate in quarterly statewide meetings.

Assist in preparing the grant renewal process each fiscal year.

Oversee fraud investigations.

Frequent travel within an assigned region.

Any other duties assigned by the Executive Director.

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.

Demonstrates conflict management skills.

Ability to apply critical thinking skills.

Assist with schedule staff.

Review and/or approve bi-weekly payroll timesheets and leave forms and submit to RVCDS Payroll in accordance with RVCDS policies and procedures.

Approve monthly transportation and travel reimbursement requests and submit to RVCDS Payroll in accordance with RVCDS policies and procedures.

Approve overnight travel requests and reimbursement and submit to RVCDS Payroll in accordance with RVCDS policies and procedures.

Staff Signature: _____

Date: _____