

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 – Professional Development Training Team
Program:	Link Child Care Resource & Referral
FLSA Class:	Exempt
Position Accountable to:	Director - Link CCR&R, Executive Director
Position(s) Accountable for:	Behavior Consultant, Early Childhood Specialists (with specific focus of either: TRAILS, School Age, FCC, Infant/Toddler), TRAILS Associate
Purpose of Position:	Supervise staff to ensure compliance with the Child Care Policy and Procedures 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
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>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 statistical reports in a timely manner.</p> <p>Able to use independent thinking skills to assess situations, adapt, troubleshoot and determine possible solutions for a resolutions in a fluid work environment.</p>

Able to work independently and follow through on assignments with minimal direction.

Able to take action when answers to a problem are not readily available.

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 STARS career pathway including becoming a STARS credentialed trainer.

Able to travel extensively and work flexible hours.

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

Ability to lift boxes of supplies and materials.

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.

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).

Submit monthly and quarterly reports to Director by the 5th of each month.

Submit timesheet and leave request forms to Program Director in accordance with Program guidelines.

Perform day-to-day administrative tasks such as maintaining information files and processing paperwork.

Oversee all program activities and grant requirements related to both the Policy and Procedure Manual and annual Professional Development Plan and individual Quality Assurance Plan related to the professional development unit.

Conduct regular Quality Assurance efforts and report results to PDTT members and the Program Director within 2 weeks.

Maintain email listserv for newsletter and other information as needed; maintain mail database for newsletter.

Contact new family child care providers following orientation to offer any assistance or answer questions.

Assume and/or assign PDTT responsibilities in the absence of a PDTT member.

Facilitate specific program budgets (i.e. Infant Toddler funds) and allocations of funds for staff, supplies, materials and equipment and ensure authorization of purchases and approval of expenditures by the program director.

Act as a liaison between the Professional Development Training Team (PDTT) and other administrative staff.

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

Facilitate regular Professional Development Advisory Council meetings in accordance with the Policy and Procedure Manual.

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

Attend Pre-K or other collaborative meetings in the absence of PDTT staff.

Participate on committees relevant to program/projects as requested.

Compile and submit quarterly newsletter in accordance with Policy and Procedure Manual and RVCDS guidelines.

Establish and maintain cooperative working relationships with staff ,co-workers, and state representatives.

Frequent travel within an assigned region.

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 each staff person's ISDP in conjunction with the Program Director; submit to Program Director by July 15th of each year in accordance with RVCDS policies and procedures.

Be aware of staff schedules; obtain access to their Microsoft Outlook calendars.

Approve bi-weekly payroll timesheets and leave forms and submit to Program Director in accordance with RVCDS policies and procedures.

Approve monthly transportation and travel reimbursement requests and submit to Director by the 3rd of each month.

Assure all staff in unit is meeting expectations of the Policy and Procedure Manual and Child Care Policy.

Facilitate scheduling of Part 2 of staff orientation with Human Resources two (2) weeks prior to completion of 90 day period.

Completes 30 day, 90 day and 6 month staff evaluations and submits to director two (2) weeks prior to completion of each with the exception of the 30 day evaluation – 30 day evaluation is completed and submitted at 30 day mark.

Demonstrates conflict management skills.

Ability to apply critical thinking skills.

Completed annual staff evaluations and submit to Program Director by July 15th of each year.

Conduct monthly PDTT meetings and submit meeting minutes to Director.

Other Job Responsibilities:

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

Staff Signature: _____

Date: _____