

# 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>	WV Birth to Three Director
<b>Program:</b>	WV Birth to Three RAU III or IV
<b>FLSA Class:</b>	Exempt
<b>Position Accountable to:</b>	Executive Director
<b>Position(s) Accountable for:</b>	Interim Service Coordinators, Parent Partners, Administrative Staff
<b>Purpose of Position:</b>	Provide leadership and administrative coordination for RAU
<b>Educational Requirements:</b>	Master's Degree in human services field such as social work, early childhood, special education, elementary education, psychology, child and family studies (or equivalent field of study) or counseling
<b>Experiential Requirements:</b>	2 years of relevant experience in a leadership position (supervision, early childhood experience preferred)
<b>Additional Required:</b>	Fulfill requirements of WVBTTT interim service coordinator, STARS certification, STARS trainer credential
<b>Additional Training required:</b>	Fulfill requirements of Individual Staff Development Plan (ISDP)
<b>Travel Requirements:</b>	Valid driver's license and insurance. Possess personal vehicle. Extensive travel.
<b>Provisional Employment Period</b>	6 months

<b>Capabilities/Skills:</b>
<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, respectful 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> <p>Able to adapt, troubleshoot and present solutions in a fluid work environment.</p> <p>Perform assignments efficiently and accurately with attention to details.</p>

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.

Able to travel extensively and work flexible hours.

Have access to dependable transportation and a personal credit card.

Adapt to a 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 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.

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.

**Staff Supervision**

Conduct interviews and make recommendations for employment.

Train, supervise and meet regularly with staff.

Evaluate and implement progressive discipline needed in conjunction with Executive Director.

Demonstrate conflict management skills.

Facilitate development of the ISDP for all staff.

Oversee staff schedule and approve bi-weekly payroll time reports and leave forms and submit to RVCDS in accordance with RVCDS policies and procedures.

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

### **Program**

Assure RAU fulfills lead grant agency responsibilities on local level.

Develop and follow QA systems to comply with federal and state requirements.

Complete applications and WVBTT reports required by funding agencies.

Write standards and policies for compliance with grant agreements.

Assure RAU representation at local and state meetings.

Keep abreast of latest technology and needs of program in relation to technology.

Oversee all aspects of facility operation and management.

Establish contacts and develop connections to early childhood partners.

Analyze and review program needs in relation to technology and communication.

Provide technical assistance and technology training to staff as needed.

Keep staff informed of agency policies and procedures.

Keep abreast of Division of Early Childhood best practices and current trends in early care and education.

Develop transition agreements with school systems and Head Start agencies in all geographic areas.

Responsible for maintenance of database and data entry.

Keep program processes updated.

Keep Executive Director informed of changes in federal and state regulations.

Draft program policies and procedures and keep updated.

Utilize quality assurance to reduce errors.

On-site supervision.

Meet quality standards for customer service.

Analyze information and evaluate results to choose best solution and solve problems.

Oversee all program activities including planning and facilitating monthly staff meeting.

Return emails and phone calls within 2 business days.

Fulfil duties of interim service coordinator as needed.

Any additional duties as assigned by Executive Director.

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Signature

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Date