

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:	Apprenticeship for Child Development Specialist (ACDS) Specialist I
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 Seventh Avenue, Huntington, WV
FSLA Classification:	Non-exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	90 days
Position(s) Accountable To:	ACDS Statewide Coordinator, WVECTCR Assistant Statewide Director, WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Provide support services for, and assist in coordination of, the ACDS program
Educational Requirements:	Minimum associate degree in early childhood education, or related field; bachelor's degree preferred
Experiential Requirements:	Two (2) years of relevant professional experience
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Driver's License, Liability Insurance, and Acceptable Driving Record:	Required
Additional Required Certifications, Tests, Licenses:	N/A

Capabilities and Skills

Work independently and collaboratively in team environments while maintaining high level of confidentiality.

Reliable, responsible, and dependable.

Effective time management and attention to detail.

Work effectively within a diverse environment.

Demonstrates conflict management skills.

Engage effectively with the public and community.

Provide professional customer service.

Revised: 5/8/2017 BNH

Effective: 7/1/2017

Possess excellent verbal and written communication skills.

Possess excellent computer skills, including, but not limited to, Microsoft Office.

Ability to lift various items: boxes, paper, supplies, etc.

Able to travel occasionally; may require need for flexible scheduling, including occasional evening, weekend, and/or overnight hours. Have access to dependable transportation and personal credit card.

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

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

Essential Responsibilities

Agency

Follow all agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

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

Keep supervisor informed on all relevant matters.

Program

Respond to general inquiries about the ACDS program via telephone, email, and social media account(s).

Perform clerical support, including, but not limited to: typing, filing, scanning, and copying.

Stock and inventory office supplies for ACDS; submit order requests to ACDS Statewide Coordinator, as needed.

Prepare program mailings: design, create, copy, sort, fold, label, weigh, and apply postage/coordinate electronic distribution.

Compile and disseminate the schedule of ACDS classes statewide each semester.

Process, and maintain, all ACDS and DOL materials and/or records for apprentices, journeypersons, mentors and instructors appropriately and in a timely manner.

Accurately enter, and maintain, ACDS participant information in the ACDS and DOL RAPIDS databases, including, but not limited to: apprentice registrations, journeyperson and instructor information.

Utilize established file maintenance system to maintain records for instructors, journeypersons and apprentices.

Attend ACDS State Executive Council meetings, prepare and disseminate meeting minutes.

Assist with DOL implementation: registration, and completion of apprentices with DOL.

Assist with DOL records quality assurance checks.

Prepare necessary material for trainings, meetings, etc.

Prepare, code, and maintain requisitions, invoices, and budget tracking spreadsheet.

Update and revise forms for ACDS, as needed.

Create, prepare and disseminate the quarterly ACDS newsletters.

Manage and update ACDS social media account(s).

Make recommendations for internal procedures and database modifications.

Utilize quality control methods to reduce errors.

Prepare and submit monthly report of all activities to the ACDS Statewide Coordinator.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the ACDS Statewide Coordinator, WVECTCR Assistant Statewide Director and WVECTCR Statewide Director.

Attend and participate in monthly ACDS and WVECTCR staff meetings.

Attend and participate on committees as assigned by supervisor.

Any other duties as assigned by the RVCDS Executive Director, WVECTCR Statewide Director, WVECTCR Assistant Statewide Director, or ACDS Statewide Coordinator.

Employee Signature

Printed Name

Date