

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 Specialists (ACDS) Specialist II
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 7 th 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 and implementation of the Apprenticeship for Child Development Specialists (ACDS) program
Educational Requirements:	Bachelor's degree from an accredited college or university in early childhood education, or closely related field
Experiential Requirements:	Three (3) years of relevant professional experience preferred
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:	WV STARS Trainer Credential

Capabilities and Skills

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

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.

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Effective: 7/1/2018

Possess excellent verbal and written communication skills.

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

Able to complete data entry with speed and accuracy.

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

Able to travel frequently occasionally; may require need for flexible scheduling, including 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 and maintain high ethical standards.

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 phone, email, face-to-face, and social media.

Perform clerical support including, but not limited to: typing, filing, scanning, and copying as necessary, per ACDS program policies and procedures.

Enter with accuracy, and maintain ACDS participant information in database for journeypersons, mentors, apprentices, and instructors.

Adhere to ACDS policies and procedures for maintaining records.

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

Prepare and code all requisitions and invoices.

Prepare, code, and submit deposits according to the ACDS policy and procedure for deposits.

Assist with updating and revising program documents and policies/procedures, annually.

Submit information to the ACDS Statewide Coordinator for the ACDS quarterly newsletter.

Assist in managing ACDS social media and website.

Assist in the planning/preparation/facilitation/organization of: ACDS information sessions, trainings, orientation sessions, and/or ACDS Instructor's Academy.

Assist with the design and promotion of outreach efforts to increase awareness of the ACDS program.

Visit, observe, and evaluate ACDS classes, as needed.

Assist with updating the ACDS curriculum, as needed.

Make recommendations for internal procedures and database modifications.

Support mentors/mentees, as needed.

Assist with maintaining local council resource boxes.

Ensure class materials are printed and disseminated each semester.

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

Assist counties in establishing and maintaining local ACDS councils and classes, as needed: i.e. mailing, attending meetings, orientation registration.

Utilize quality control methods to reduce errors.

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

Develop and maintain up-to-date knowledge of the early care and education system in WV.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the ACDS Statewide Coordinator, WV 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