

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:	Assistant Statewide Director
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 Seventh Avenue, Huntington, WV
FSLA Classification:	Exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	ACDS Specialist I and/or ACDS Specialist II, when applicable, ACDS Statewide Coordinator, Administrative Assistant - Major Grant, Early Care and Education Consultant; Training and Technical Assistance Statewide Coordinator, WVEIICC Statewide Coordinator; all WVECTCR staff in the absence of the WVECTCR Statewide Director
Purpose of Position:	Collaboratively provide leadership and management of WVECTCR to coordinate and support educational and professional development activities throughout West Virginia's early childhood community in order to increase availability, access, and build capacity
Educational Requirements:	Bachelor's degree in early childhood education, or related field
Experiential Requirements:	Three (3) years of relevant occupational 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, flexible and self-initiated.

Effective time management and attention to detail.

Work effectively within a diverse environment.

Able to apply critical thinking skills, use professional judgment, and utilize strong decision making skills.

Demonstrates conflict management skills.

Engage effectively with the public and community. Able to foster collaborative relationships.

Provide professional customer service.

Possess excellent verbal and written communication skills.

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

Possess excellent presentation, facilitation, and strategic planning skills.

Possess excellent leadership skills.

Knowledge of grant management and implementation.

Able to evaluate program data and reports. Provide recommendations as necessary.

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

Able to travel frequently; 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.

Staff Supervision – ACDS Program Staff, Administrative Assistant - Major Grant, Early Care and Education Consultant, Training and Technical Assistance Statewide Coordinator, and WVEIICC Statewide Coordinator (all WVECTCR staff in the absence of the WVECTCR Statewide Director)

Oversee all activities of the ACDS program, Administrative Assistant - Major Grant, Early Care and Education Consultant, Training and Technical Assistance Statewide Coordinator, and the WVEIICC Statewide Coordinator. Ensure job responsibilities are appropriate, reviewing and revising at least annually, and are being performed satisfactorily.

Revised: 5/9/2017 BNH

Effective: 7/1/2017

Ensure staff is aware of, and are following, RVCDS policies and procedures.

Conduct monthly, or quarterly, staff meetings and submit written meeting minutes to the WVECTCR Statewide Director.

Approve bi-weekly payroll timesheets, leave requests, and leave forms.

Approve monthly and overnight travel.

Complete, at minimum, annual performance evaluations for staff. Evaluate and implement progressive discipline, as needed, in conjunction with the WVECTCR Statewide Director. Facilitate and monitor the development and completion of the annual Individual Staff Development Plan.

Assume all supervisory responsibility for all WVECTCR staff and activities in the absence of the WVECTCR Statewide Director.

Assist in the recruitment, hiring, and training of WVECTCR staff, including overseeing and assisting with the program and project orientation for new staff. Complete initial resume screening, conduct phone interviews and/or reference checks, consult with WVECTCR Statewide Director about applicants, and conduct face-to-face interviews with WVECTCR Statewide Director.

Maintain essential staff paperwork: key forms, technology responsibility forms, WV STARS certificates, phone tree, organizational chart, etc.

Assist in identifying and coordinating professional development topics and opportunities for WVECTCR staff.

Attend monthly supervisor meetings.

Program

Collaboratively oversee activities and projects of WVECTCR, ensuring all grant statements of work are being fulfilled. Particular emphasis will be placed on the work plan objectives that correlate with supervised staff, with extra support provided to other WVECTCR staff, if needed.

Collaboratively oversee the program budget and allocation of funds for WVECTCR staff and projects. Process monthly and overnight staff travel, purchases, and expenditures, ensuring RVCDS procurement and/or travel policies and procedures are being followed. Provide guidance and training to WVECTCR staff, funding representatives, and vendors, as needed.

Oversee all WVECTCR contracts, agreements, and BEOs related to projects and purchases/payments.

Maintain budget balances for all WVECTCR grants and collaboratively analyze and report on financial statements.

Attend and participate in quarterly WVECTCR Advisory Board meetings.

Create, update, and assist in the implementation of a WVECTCR policy and procedure manual, including guidelines for quality assurance checks for all WVECTCR projects.

Assist with annual program/project planning and implementation of the RVCDS strategic plan. Provide recommendations for program/project changes and/or improvements.

Oversee marketing and outreach for WVECTCR projects: creation/revision/review of display boards, informational materials, etc.

Oversee all WVECTCR social media accounts, acting as co-administrator of all accounts. Manage the main WVECTCR social media account(s). Chair the WVECTCR social media committee. Develop and implement social media guidelines.

Oversee the WVECTCR emergency plan and procedure.

Oversee the review, update, and revision of all WVECTCR program websites. Establish and implement a consistent review schedule.

Collaboratively edit the WV Early Childhood Provider Quarterly and work with the Technology Specialist to coordinate electronic distribution.

Complete and submit to Administration the monthly WVECTCR statistical report.

Assist in the development, review, and revision of forms and processes for WVECTCR program and project activities.

Attend local, state, or national meetings/events/conferences for training and/or to exhibit or provide information on WVECTCR programs and projects.

Attend and participate on committees as assigned by RVCDS Executive Director and/or WVECTCR Statewide Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the WVECTCR Statewide Director and all WVECTCR staff.

Attend and participate in weekly meetings with the WVECTCR Statewide Director, monthly WVECTCR staff meetings and RVCDS management meetings.

Prepare and submit a quarterly report to the WVECTCR Statewide Director.

Any other duties as assigned by the RVCDS Executive Director and/or WVECTCR Statewide Director.

Employee Signature

Printed Name

Date