

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:	Distance Learning Consultant
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:	N/A
Purpose of Position:	Coordinate Engage distance learning opportunities and promote coordination and collaboration of statewide early care and education online professional development. Coordinate Early Care Share West Virginia for the WV child care community.
Educational Requirements:	Bachelor's degree in education, educational technology, instructional design, or a relate field; master's degree preferred.
Experiential Requirements:	Three (3) 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:	WV STARS Trainer Credential

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. Able to foster collaborative relationships.

Provide professional customer service.

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Possess excellent verbal and written communication skills.

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

Possess excellent presentation, problem solving and strategic planning skills.

Able to apply critical thinking skills.

Able to evaluate statistics and reports. Offers recommendations and solutions when necessary.

Ability 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.

Program

Provide outreach and public awareness of the Early Care Share WV website to child care providers in WV in order to promote resources and recruit users.

Serve as the Early Care Share WV admin user: add and delete users and run user reports on an ongoing basis.

Serve as the Early Care Share WV analytics admin user: run analytics reports about user interactions with the site. Analyze and utilize reports to guide website usage and changes.

Evaluate, maintain, and suggest updates for the Early Care Share WV website on an ongoing basis.

Serve as the Engage Administrator/project coordinator for online training opportunities for the early childhood workforce in WV.

Maintain a working knowledge of project budget and work plan objectives. Follow RVCDS procurement policies and procedures and track information required for reporting purposes.

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Evaluate, develop, and update all aspects of the Engage distance learning project.

Develop and execute project structure, implementation plan, outreach plan, and sustainability plan for collaborative online training using the Blackboard learning platform.

Lead the Distance Learning Advisory Committee (DLAC).

Participate in training provided by Blackboard to maintain up-to-date, working knowledge of the Blackboard system.

Maintain up-to-date knowledge of quality, effective distance learning techniques and standards.

Develop and implement online training standards to ensure quality for all Engage trainings. Utilize the Distance Learning Approval Board (DLAB) for review and approval of Engage trainings.

Ensure all modules and webinars/trainings are registered with WV STARS according to WV STARS policies and procedures. Coordinate CEU's, as needed.

Provide TA and troubleshooting to users and instructors. Occasional evening and weekend hours will be required.

Design application process for Engage users; work closely with DLAC and WV STARS to determine application information needed.

Support user and instructor access to Blackboard.

Establish contacts and develop connections to early childhood partners.

Draft program policies, procedures, and form revisions as necessary. Review, at minimum, annually.

Research professional development issues/distance learning, analyze information, make recommendations and provide options for change.

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

Attend local, state, or national meetings/events/conferences for training and/or to exhibit or provide information on Early Care Share WV and/or Engage.

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

Attend and participate in monthly WVECTCR staff meetings, and monthly meetings with WVECTCR Statewide Director.

Attend and participate on committees as assigned by supervisor.

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

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Employee Signature

Printed Name

Date