

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:	Early Childhood Quality Evaluator
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	Regional, To Be Determined
FSLA Classification:	Non-exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	Supervisor - Early Childhood Quality Evaluators, WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Conduct on-site early childhood assessments and compose written reports to support ongoing efforts to increase the quality of early care and education in WV
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 Environmental Rating Scales (ECERS-3/ITERS-3/FCCERS/SACERS) Classroom Assessment Scoring Systems (Infant/Toddler/Pre-K)
Driver's License, Liability Insurance, and Acceptable Driving Record:	Required
Additional Required Certifications, Tests, Licenses:	Reliability in ERS and CLASS assessment tools

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.

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 within an assigned region, occasionally statewide; 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

Attend and complete training(s) for identified assessment tools: Environmental Rating Scales (ITERS-3/ECERS-3/FCCERS/SACERS) and CLASS (Infant/Toddler/Pre-K).

Achieve and retain reliability of at least 85% for ERS and 80% for CLASS.

Serve as state reliability anchor, if identified as state anchor, and conduct reliability checks of other Early Childhood Quality Evaluators.

Conduct assessments (2-3 per week) within an identified regional caseload of early childhood provider programs, assisting with other regions as needed.

Conduct on-site assessments of early childhood provider programs (child care centers, out of school time centers, child care facilities, and family child care providers) utilizing identified assessment tools, according to assessment plan.

Maintain a working knowledge of data software and technology equipment.

Utilize provided technology equipment to record assessment data and sync with data system within a set timeframe.

Respond to supervisor feedback and questions on complete assessments.

Communicate and collaborate with Child Care Resource and Referral Agencies, Child Care Licensing and/or Regulatory staff, and WV Department of Health and Human Resources, Office of Early Care and Education, as needed.

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

Utilize quality control methods to reduce errors.

Attend local, state, or national meetings/events/conferences for training or to provide information on Quality Assessments, if requested.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Supervisor – Early Childhood Quality Evaluators, WVECTCR Assistant Statewide Director, and WVECTCR Statewide Director.

Attend and participate in monthly Early Childhood Quality Evaluators staff meetings and WVECTCR staff meetings.

Attend and participate on committees as assigned by supervisor.

Prepare and submit a monthly statistical report and quarterly report to the Supervisor – Early Childhood Quality Evaluators.

Any other duties as assigned by the RVCDS Executive Director, WVECTCR Statewide Director.

Employee Signature

Printed Name

Date