

# River Valley Child Development Services

A leader in providing high-quality early childhood care and education services for children, families, and communities

## Job Description

<b>Position:</b>	WV State Training and Registry System (WV STARS) Distance Learning Consultant
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	611 Seventh Avenue, Huntington, WV
<b>FSLA Classification:</b>	Exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	6 months
<b>Position(s) Accountable To:</b>	WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	WV STARS Specialist II – Distance Learning
<b>Purpose of Position:</b>	Coordinate and oversee implementation of distance learning initiatives through WV STARS. Provide oversight of Early Care Share WV.
<b>Educational Requirements:</b>	Bachelor's degree from an accredited college or university in human services, or related field
<b>Experiential Requirements:</b>	Two (2) years of relevant professional experience preferred
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Drivers License, Liability Insurance, and Acceptable Driving Record:</b>	Required
<b>Additional Required Certifications, Tests, Licenses:</b>	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, including the ability to troubleshoot technology and provide solutions.

Possess excellent verbal and written communication skills.

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Possess excellent computer skills, including, but not limited to, Microsoft Office and other project specific software.

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.

Able 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.

#### **Staff Supervision – WV STARS Specialist II - Distance Learning Specialist**

Oversee all activities of the WV STARS Specialist II – Distance Learning. Ensure job responsibilities are appropriate, reviewing and revising at least annually, and are being performed satisfactorily.

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

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 WVECTCR Statewide Director. Facilitate and monitor the development and completion of the annual Individual Staff Development Plan.

Assist in the recruitment, hiring, and training of WV STARS staff, including overseeing the project orientation for new staff.

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

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Attend monthly supervisor meetings.

**Program**

Provide oversight of ECS WV implementation.

Participate on the ECE Shared Services Steering Committee, as needed, and/or provide data upon request.

Work collaboratively with the WV STARS Statewide Project Manager to develop, evaluate and update all aspects of distance learning initiatives through WV STARS.

Coordinate the implementation of distance learning initiatives through WV STARS.

Serve as administrator of course authoring tools and teams statewide.

Develop distance learning content and courses for specific project goals.

Maintain and utilize up-to-date knowledge of accessibility, distance learning best practices, technology tools, and adult learning principles to guide effective development of distance learning opportunities.

Provide training, guidance, and support to course builders.

Develop, utilize, and maintain distance learning quality standards.

Facilitate the Distance Learning Review Committee (within WV STARS Policy Advisory Council) for review and approval/denial of non-entity distance learning courses, utilizing the distance learning quality standards.

Serve as the Chair of the WV STARS Entity Approval Committee and provide support to online Entities as needed.

Provide customer service, technical assistance and troubleshooting to participants and course builders.

Provide outreach and public awareness of distance learning initiatives.

Participate in and conduct training on the WV Registry system and course authoring tools to maintain up-to-date, working knowledge of the systems.

Collaboratively identify areas of improvement and opportunities for growth.

Assist with planning and implementing supports for improvement and growth.

Draft internal and external program procedures and documents for operation and outreach, revise as necessary.

Establish contacts and develop connections to early childhood partners.

Work collaboratively as a member of the comprehensive WV STARS team, and maintain knowledge of all aspects of WV STARS.

Coordinate and utilize established filing system and scanning system.

Complete all tasks while adhering to WV STARS policies and procedures.

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Utilize established system for tracking information required for work plan and provide reporting on tracking system, submitting a monthly statistical report and quarterly report.

Attend local, state, or national meetings/events/conferences for training or to provide information on WV STARS and distance learning initiatives.

Participate as a state member of The National Workforce Registry Alliance.

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

Attend and participate in monthly WV STARS 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.

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**Employee Signature**

**Printed Name**

**Date**