

# 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) Specialist II - Distance Learning
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	611 Seventh Avenue, Huntington, WV
<b>FSLA Classification:</b>	Non-exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	6 months
<b>Position(s) Accountable To:</b>	WV STARS Distance Learning Consultant, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Implement Early Care Share WV and provide support for the implementation of distance learning initiatives through WV STARS.
<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>	N/A

### 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.

Provide professional customer service, including the ability to troubleshoot technology and provide solutions.

Possess excellent verbal and written communication skills.

Possess excellent computer skills, including, but not limited to, Microsoft Office and able to learn and use project-specific software.

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.

#### **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.

Provide support for the implementation of distance learning initiatives through WV STARS.

Provide customer service, technical assistance, and troubleshooting to distance learning participants, and to WV STARS participants as needed.

Provide outreach and public awareness of distance learning initiatives.

Participate in 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.

Created: 3/29/2018 BNH

Effective: 5/1/2018

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

Complete quality control reviews of distance learning integration into WV STARS, and provide assistance as necessary.

Facilitate implementation of surveys for distance learning initiatives.

Facilitate virtual meetings/webinars, as needed.

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.

Utilize established system for tracking information required for work plan and provide reporting on tracking system, submitting a monthly statistical 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 all WV STARS staff, 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, or WV STARS Distance Learning Consultant.

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**Employee Signature**

**Printed Name**

**Date**