

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:	WV State Training and Registry System (WV STARS) Statewide Assistant Project Manager – Professional Development and Distance Learning Services
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 Seventh Avenue, Huntington, WV
FLSA Classification:	Exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	WV STARS Statewide Project Manager, WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	WV STARS Specialist II – Distance Learning WV STARS Specialist II – Training
Purpose of Position:	Assist with the coordination and implementation of the professional development services components of the WV STARS system.
Educational Requirements:	Minimum bachelor's degree from an accredited college or university in early childhood education, instructional design; adult learning; human services, or related field.
Experiential Requirements:	Three (3) years of relevant professional experience
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	Valid driver's license and insurance. Possess personal vehicle. Occasional statewide travel and occasional national travel.
Pre-Employment Requirements:	Must pass drug screening and have acceptable background check

Essential Capabilities and Skills

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to utilize specialized software to complete tasks and provide training, technical assistance, and support to participants on software.

Able to work independently and collaboratively in team environments.

Able to effectively utilize critical thinking and project implementation skills.

Able to utilize effective supervision and leadership skills

Revised: 5/18/2022

Effective: 7/1/2022

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

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.

Other Capabilities and Skills

Able to be reliable, responsible, flexible and self-initiated.

Able to practice effective time management and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to foster collaborative relationships.

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

Able to meet requirements of the WV STARS career pathway.

Agency Expectations

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.

Essential Duties

Supervision

Oversee all activities of the WV STARS Specialist II – Distance Learning and WV STARS Specialist II – Training. Collaboratively 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, punch change requests and leave requests.

Approve monthly and overnight travel, forward to WV STARS Statewide Project Manager.

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.

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

Attend monthly supervisor meetings.

Program

Assist with the design, oversight, and implementation of the professional development services components of the WV STARS system statewide: PD providers, entities, distance learning, PD registration and tracking, PD calendar; and Policy Advisory Council (as needed).

Assist with preparation of materials, reports, policies and procedures for the WV STARS Policy Advisory Council.

Assist with ensuring the professional development services components of WV STARS is implemented according to policy and procedure and meets the WVECTCR work plan objectives.

Develop, utilize and maintain distance learning policies, procedures, processes, and quality standards.

Assist with the implementation of the annual assessment and continuous quality improvement plan; outreach plan; communication plan; and quality assurance plan for the professional development services components of the WV STARS system.

Assist with providing education, training, and technical assistance on the professional development services components of the WV STARS system and course building software/gamification software (when applicable) to WV STARS staff, participants, course builders, and early childhood partners.

Assist with utilizing the WV STARS data system to retrieve, analyze, and compile data for required reporting and as requested, which may include, but is not limited to: monthly statistical data; quarterly report data; training data; annual PER data; any other reporting data requested by funding partners.

Design and implement quality assurance measures for all professional development services components of the WV STARS system and report quality assurance findings to the WV STARS Statewide Project Manager.

Other Duties

Assist with researching professional development and distance learning issues, analyzing information, making recommendations and options for change.

Assist with overseeing the WV STARS social media account(s).

Establish contacts, build relationships and collaborate with stakeholders and course builders.

Attend and participate on committees as assigned by the WV STARS Statewide Project Manager, WVECTCR Statewide Director, and/or RVCDS Executive Director.

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 WVECTCR staff meetings and regular meetings with the WV STARS

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Statewide Project Manager.

Any other duties as assigned by the RVCDS Executive Director, WV ECTCR Statewide Director and/or WV STARS Statewide Project Manager.

Employee Signature

Printed Name

Date