

# 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>	Apprenticeship for Child Development Specialist (ACDS) Statewide Assistant Project Manager
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	611 Seventh Avenue, Huntington, WV
<b>FLSA 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>	ACDS Statewide Project Manager, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	ACDS Instructors
<b>Purpose of Position:</b>	Provide support services for and assist with the coordination and implementation the WV ACDS program statewide.
<b>Educational Requirements:</b>	Bachelor's degree from an accredited college or university in early childhood education, or related field
<b>Experiential Requirements:</b>	Three (3) years of relevant professional experience
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Travel Requirements:</b>	Valid driver's license and insurance. Possess personal vehicle. Extensive statewide travel and occasional national travel.
<b>Pre-Employment Requirements:</b>	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 work independently and collaboratively in team environments.

Able to effectively utilize critical thinking and project implementation skills.

Able to perform tasks with speed and accuracy.

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

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.

Created: 5/19/2022

Effective: 7/1/2022

### **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 assigned ACDS instructors. 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, leave requests, and expenses.

Approve monthly and overnight travel, forward to WVECTCR Assistant Statewide Director.

Complete, at minimum, biannual performance evaluations for instructors. Evaluate and implement progressive discipline, as needed, in conjunction with WVECTCR Statewide Director.

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

Visit, observe and evaluate ACDS classes and instructors on a biannual basis.

#### **Program**

Assist with implementation of all components of ACDS statewide: Department of Labor, Apprenticeship

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Standards; Apprentices; Instructors; Curriculum; State Executive Council; Local Councils; Mentors; and Articulation Agreements.

Assist with preparation of materials, reports, policies and procedures for the ACDS Executive Council meetings.

Implement ACDS according to policy, procedure and the WV ECTCR work plan objectives.

Assist with the implementation of an annual assessment and continuous quality improvement plan; outreach plan; communication plan; and quality assurance plan for all components of the ACDS system.

Assist with the design and delivery of education, training and technical assistance on all components of the ACDS system to all ACDS staff, participants and early childhood partners.

Utilize the ACDS and DOL data system to enter, 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; any other reporting data requested by funding partners.

Assist counties in establishing and maintaining local ACDS councils and instructor resource materials.

Assist with the review and revision of the curriculum, as needed. Assist with providing instructor training on the curriculum.

Ensure class materials are printed and disseminated each semester.

Support mentors through recruitment and training support. Assist with providing mentor trainings, updates, and meetings.

Assist with the implementation of the statewide registration and completion of all apprentices with DOL, ensuring Apprenticeship Standards are in place and being followed.

Assist with the processing and maintenance of all ACDS and DOL materials and records for apprentices, journeypersons, mentors, and instructors.

Prepare and submit deposits for ACDS to the Administrative Assistant – Major Grant.

Assist with preparing and submitting all requisitions and invoices.

Assist with updating and revising program documents, policies and procedures, internal procedures, and database modifications annually.

#### **Other Duties**

Establish contacts, build relationships and collaborate with stakeholders.

Assist with the update and maintenance of the WV ACDS website and social media account(s).

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

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Attend and participate on committees as assigned by the ACDS Statewide Coordinator, WVECTCR Assistant Statewide Director, 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 ACDS Staff, the WVECTCR Assistant Statewide Director, and WVECTCR Statewide Director.

Attend and participate in monthly ACDS and WVECTCR staff meetings.

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

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**Employee Signature**

**Printed Name**

**Date**