

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) Specialist I
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 Seventh Avenue, Huntington, WV
FLSA Classification:	Non-exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	90 days
Position(s) Accountable To:	WV STARS Statewide Assistant Project Manager – Professional Services, WV STARS Statewide Project Manager, WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Implement the registry and credentialing system of WV STARS
Educational Requirements:	Associate degree from an accredited college or university in early childhood education, or related field
Experiential Requirements:	Two (2) years of relevant professional experience preferred
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	N/A
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 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.

Other Capabilities and Skills

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

Revised: 5/24/2021

Effective: 7/1/2021

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 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

Program

Implement the WV STARS registry and credentialing components, ensuring policies and procedures are being followed, including usage of quality control methods.

Review, process, scan and complete data entry for registry and credentialing applications and documentation.

Review, process, and complete data entry for documentation of completed professional development.

Complete electronic and written correspondence with registry participants.

Perform monthly cleanup of historical nodes.

Other Duties

Maintain working knowledge of the database system and make recommendations for internal procedures and database modifications.

Utilize established filing system and scanning system.

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

Utilize established system for tracking information required for work plan.

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 direct supervisor, 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 STARS Staff, the WVECTCR Assistant Statewide Director, and WVECTCR Statewide Director.

Attend and participate in monthly WV STARS and WVECTCR staff meetings.

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

Employee Signature

Printed Name

Date