

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:	Statewide Director
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:	RVCDS Executive Director
Position(s) Accountable For:	<p>ACDS Instructors (up to 30 per semester)</p> <p>ACDS Statewide Assistant Project Manager</p> <p>ACDS Statewide Project Manager</p> <p>Administrative Assistant - Major Grant</p> <p>Administrative Assistant – Major Grant – COVID Relief</p> <p>Assistant Statewide Director</p> <p>Child Care Health Educators (2)</p> <p>Child Care Nurse Health Consultants (6)</p> <p>Early Care and Education Statewide Specialist</p> <p>Early Childhood Quality Evaluators (6)</p> <p>Grants and Prof. Development Services Statewide Coordinator (PT)</p> <p>Supervisor- Early Childhood Quality Evaluators</p> <p>Supervisor – Professional Development and Resources</p> <p>Training and Technical Assistance Statewide Coordinator</p> <p>WVEIICC Statewide Coordinator</p> <p>WV STARS Specialist I</p> <p>WV STARS Specialist II – Distance Learning</p> <p>WV STARS Specialist II – Scholarship and Earnings</p> <p>WV STARS Specialist II - Training</p> <p>WV STARS Statewide Assistant Project Manager – Professional Services</p> <p>WV STARS Statewide Assistant Project Manager – Professional Development & Distance Learning</p> <p>WV STARS Statewide Project Manager</p>
Purpose of Position:	Provide leadership and management of WVECTCR to coordinate and support educational and professional development activities throughout West Virginia’s early child community in order to increase availability, access, and build capacity
Educational Requirements:	Master’s degree in early childhood or related field preferred or a bachelor’s degree
Experiential Requirements:	Five (5) 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.

	Extensive 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: grants; 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 strong critical thinking and strategic/project planning, implementation and evaluation skills.

Able to utilize strong, effective supervision and leadership skills

Able to effectively plan and manage program budget.

Able to develop and implement internal processes and quality controls.

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.

Other Capabilities and Skills

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

Able to adapt, troubleshoot, and present solutions in a fluid work environment.

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

Able to be a supportive and productive role model for agency and programs.

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 WVECTCR staff. 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, punch change requests and expenses within Paycom.

Approve overnight travel and conference attendance requests for WVECTCR staff and coordinate travel arrangements and registration.

Complete, at minimum, annual performance evaluations for staff. Evaluate and implement progressive discipline, as needed. Facilitate and monitor the development and completion of the annual Individual Staff Development Plan.

Recruit, hire, and train WVECTCR staff, overseeing the project orientation for new staff.

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

Conduct monthly supervisor meetings.

Program

Oversee all WVECTCR grant work plan projects and program statewide, ensuring policies, procedures, and deadlines are being followed and work plan objectives are being met.

Oversee the organizational structure of WVECTCR, reviewing and revising as necessary.

Plan and implement program budget with Executive Director, Director of Operations, and Comptroller; monitor program budget balance throughout the year and analyze financial reports.

Maintain an up-to-date knowledge and understanding of grant and OMB requirements.

Oversee all financial and purchasing operations for WVECTCR: review, process, and approve all invoices and purchases through WVECTCR.

Coordinate and facilitate the WVECTCR Advisory Board: membership; quarterly meetings; creation, review,

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and revision of WVECTCR/RVCDS policies and procedures.

Create and implement an annual assessment and continuous quality improvement plan; outreach plan; communication plan; and quality assurance plan for all WVECTCR programs/projects. Analyze effectiveness of plans and provide recommendations and strategies for program improvement.

Create, update, and implement WVECTCR policies and procedures.

Utilize existing systems 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; and any other reporting data requested by funding partners.

Other Duties

Prepare and maintain program records, files, reports, forms and equipment.

Establish contacts, build relationships and collaborate with stakeholders.

Participate in monthly management team meetings and committee meetings as needed.

Serve as Editor for program publications.

Oversee all program websites and social media accounts.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with WVECTCR staff and RVCDS Executive Director.

Attend and participate in monthly meetings with the RVCDS Executive Director.

Any other duties as assigned by the RVCDS Executive Director.

Employee Signature

Printed Name

Date