

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:	Assistant Director
Program:	Choices Child Care Resource & Referral
FLSA Class:	Exempt
Position Accountable to:	Director – Choices CCR&R, Executive Director
Position(s) Accountable for:	Professional Development Supervisor, Subsidy Supervisors, Administrative Assistant; all staff in absence of the Director.
Assigned Regular Work Site:	315 North Ohio Ave. Clarksburg, WV
Purpose of Position:	Serve as Assistant Director of Child Care Resource & Referral program overseeing operation of services.
Educational Requirements:	Master's Degree in early childhood education, elementary education, special education, educational psychology, non-profit management, or child development preferred. Bachelor's Degree in early childhood care and education, child development or human services accepted
Experiential Requirements:	Two years of experience in a management position or a leadership position in the field of early childhood
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Provisional Employment Period:	Six months
Pre-Employment Requirement	Must pass drug screening and have acceptable background check

Capabilities/Skills:
<p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Reliable, responsible, flexible, and self-initiated.</p> <p>Possess excellent verbal, written communication, and computer skills.</p> <p>Ability to engage effectively with the public and community.</p> <p>Ability to apply critical thinking skills, use professional judgement, and utilize strong decision making skills.</p>

Demonstrates conflict management skills.

Ability to travel between offices as necessary.

Engage effectively with the public; able to foster collaborative relationships.

Provide professional customer service.

Possess excellent leadership skills.

Able to evaluate and/or prepare financial and statistical reports in a timely manner.

Perform assignments efficiently and accurately with attention to details.

Mentor staff and early childhood community.

Able to travel extensively and work flexible hours.

Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.

Ability to lift reams of paper, case files, outreach materials, grant/curriculum safety equipment.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload trucks, as needed or requested.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics

Follow all agency policies and procedures.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Work effectively within a diverse environment.

Keep program director informed on all relevant matters.

Assist Director in budget planning and implementation.

Participate in team meetings and committee meetings as needed.

Have access to dependable transportation and personal credit card.

Staff Supervision

Communicate with staff to keep them up to date with program changes, unit changes, concerns, or new policies and procedures by participating, overseeing or conducting team meetings, meetings with small groups, meetings with individuals, emailing, verbal notification, or via written correspondence.

Supervise staff for which directly responsible and oversee supervision of other staff in the absence of the program Director.

Assist in evaluating and implementing progressive discipline when needed in conjunction with Director for all staff positions.

Facilitate the development of the Individual Staff Development Plan for positions for which directly accountable.

Complete 30-day and 90-day evaluations for newly hired direct reports, and ensure 30 and 90-day evaluations have been completed for new employees by their respective supervisors.

Assist Director in evaluating work of all staff to ensure that projects and services are of appropriate quality and that resources are used effectively.

Schedule staff as needed to ensure adequate coverage in both offices.

Review and/or approve timesheets and leave requests for the Supervisors in Paycom.

Submit monthly reports by no later than the 5th of each month and quarterly reports by no later than the 15th of each month to the Director.

Conduct program orientation for newly hired employees in the Clarksburg office and forward paperwork to Human Resources.

Oversee Improper Payment investigations and repayment processing completed by the Supervisors. Submit the Improper Payment log monthly by no later than the 10th of each month.

Assist the Director in reviewing and approving provider Health and Safety Grants as needed.

Assist program director in the recruitment, hiring and training of staff, and recommend personnel actions for the program.

Program

Meet the expectations of the West Virginia Department of Health and Human Resources (WV DHHR) Bureau for Children and Families Division of Early Care and Education (ECE) Policy and Procedure Manual for Child Care Resource and Referral Services (Hereto

referred to as the Policy and Procedure Manual).

Assist program Director in overseeing the implementation of requirements of the Policy and Procedure Manual.

Assist program Director in overseeing the distribution of annual health and safety grant fund for family child care providers and family child care facilities, as well as overseeing the purchase and distribution of health and safety equipment.

Assist program Director in overseeing the administration of the Certificate Subsidy Program.

Assist program Director in overseeing the Improper Payment log and submission of client repayments.

Assist in overseeing the billing process and ensure timely approval of provider payment forms in FACTS.

Oversee staff attendance at community outreach events such as job fairs, health fairs, and community events as needed in an effort to represent the agency and program, to recruit new employees, and to recruit child care providers.

Assist program Director in the interview process by conducting phone interviews, scheduling in-person interviews, assisting with interviews, and making recommendations for employment.

Participate in quarterly statewide meetings, as needed.

Oversee Supervisors and mentors through the training of new employees.

Submit purchase requests to program Director at least 30 days prior to date of purchase.

Any other duties assigned by the Program Director or Executive Director.

Signature: _____ Date: _____