

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:	Behavior Consultant
Program:	Link Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor, Director – Link Child Care Resource & Referral (CCR&R), Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Serve as Behavior Consultant
Educational Requirements:	Master's degree in special education, early childhood special education, child development, psychology, counseling or a behavioral science related degree, special training or experience in assessing child behavior and developing intervention plans
Experiential Requirements:	Two years of experience in early childhood and 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 (ISDP)
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Provisional Employment Period:	6 months
Pre-Employment Requirement:	Must pass drug screening and have acceptable background check

Capabilities/Skills:
<p>Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.</p> <p>Reliable, responsible, respectful and dependable.</p> <p>Possess and demonstrate excellent verbal and written communication and computer skills.</p> <p>Show attention to detail and work efficiently and accurately.</p> <p>Must be eligible to meet requirements of the WVSTARS career pathway including becoming a WVSTARS credentialed trainer.</p> <p>Able to travel extensively and work flexible hours.</p> <p>Have access to a dependable transportation and a personal credit card.</p>

May need to be able to lift wheelie carts, training equipment, shipments, deliveries, reams of paper, equipment, and resources.

May also need to be able to move file cabinets, desks, book cases, etc. and/or unload vehicles as needed or requested.

Ability to engage effectively with the public and community.

Essential Responsibilities:

Agency

Adhere to the National Association for the Education of Young Children (NAEYC) Code of Ethics.

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow all agency policies and procedures and promote agency philosophy and mission.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

Submit all forms as requested in accordance with RVCDS policies and procedures.

Program

Participate in required meetings including but not limited to, staff meetings, unit meetings and quarterly BC meetings.

Attend a regional or national level conference, training institute or higher education classes related to job, if possible, at least every two (2) years.

Maintain and submit monthly and quarterly training statistics.

Complete RODCA reports.

Participate on committees relevant to the program/projects as requested.

Convene or participate in an interdisciplinary team as requested.

Develop and provide needs-based learning opportunities for all early childhood providers related to social, emotional, and behavioral needs of young children.

Conduct module trainings as requested and/or required.

Maintain a file on each professional development topic delivered.

Utilize available technology to support professional development delivery.

Provide telephone and on-site consultation to early childhood providers regarding social-emotional development, associated behavior and positive guidance.

Observe and evaluate environments, adult-child interactions, child-child interactions, and child behaviors; provide positive strategies to support caregivers with developmentally appropriate methods for optimum development for all children.

Facilitate the development of positive guidance and supports for children whose child care placements are in jeopardy.

Provide consultation to early childhood providers in their enrollment and inclusion of all children, and in regard to relevant federal and state regulations and policies for all young children.

Provide on-site professional development to support positive guidance and inclusive practices.

Provide appropriate resource/consultation materials to providers to support developmentally appropriate behavior guidance.

Link children who have social/emotional needs, their families, and caregivers with appropriate services including special education, community health and mental health services, and facilitate those linkages to assure that children can benefit from child care services.

Develop relationships with community agencies/programs such as WV Birth to Three, Preschool Special Education and School-Age Special Education programs as well as the WV Home & Community Based Waiver program.

Work cooperatively with Child Care Regulatory and Licensing Specialists, Division of Early Care and Education staff and providers to identify professional development needs and arrange specialized professional development opportunities to address the needs.

Provide on-going site visits to early childhood providers to develop, strengthen and maintain positive working relationships.

Adhere to the "Behavior Consultant Process" based on the principles of Positive Guidance and Support.

Utilized the Behavior Consultant Observation Tool during site observations.

Any other duties as assigned by the Executive Director, Director of Link CCR&R, Supervisor.

Staff Signature: _____

Date: _____

