

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:	Director – Major Grant
Program:	Child Care Resource & Referral
FLSA Class:	Exempt
Position Accountable to:	Executive Director
Position(s) Accountable for:	All Resource & Referral Staff
Purpose of Position:	Serve as Director of Child Care Resource & Referral program overseeing operation of services.
Educational Requirements:	Master’s Degree in early childhood, 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:	Master’s Degree experiential requirements: management position or leadership position in the field of early education. Bachelor’s Degree experiential requirements: at least 2 years of professional experience working with families and children, and experience in a management position or a leadership position in the field of early childhood.
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

Essential Responsibilities:
Ability to engage effectively with the public and community.
Able to travel extensively and work flexible hours.
Able to apply critical thinking skills, use professional judgement and utilize strong decision-making skills.
Able to evaluate and/or prepare financial and statistical reports in a timely manner.
Be a supportive and productive role model for agency and program.
Have access to dependable transportation and personal credit card.
Adapt to flexible schedule as required; could include evening and weekend work.

Plan and implement program budget with Director of Business and Finance; prepare and submit monthly, quarterly and/or annual reports as required.

Conduct interviews, make recommendations for employment, train, supervise, evaluate and implement progressive disciplines needed in conjunction with Executive Director for staff positions for which accountable (see above); facilitate the development of the *Individual Staff Development Plan*.

Schedule staff and approve bi-weekly payroll time reports and leave forms.

Approve monthly transportation and overnight travel reimbursement requests for all staff.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission

Keep Executive Director informed on all relevant matters.

Marginal Responsibilities:

Assist in preparing the grant renewal process each fiscal year.

Oversee the implementation of requirements of the Policy and Procedure Manual and Statement of Work developed by the West Virginia Department of Health and Human Resources.

Oversee all program activities including planning and facilitating regular staff meetings.

Oversee the distribution of annual grant funds for child care providers; oversee processing, approval and/or denial of provider grants and sending of appropriate requisitions to RVCDS.

Oversee the administration of the subsidy program.

Oversee activities of the professional development team

Oversee fraud investigations.

Oversee and administer budget in accordance with the Policy and Procedure Manual and RVCDS policies and procedures.

Oversee attendance at community outreach events as needed to represent the agency and program, to recruit new employees, and to recruit childcare providers.

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

Participate in quarterly statewide meetings.

Follow all RVCDS policies and procedures and submit forms as requested in accordance with these policies

Any other duties assigned by the Executive Director

Capabilities/Skills:

Able to organize, prioritize work effectively, be self-directed, work collaboratively in team environments, and maintain high level of confidentiality

Promote unity and teamwork within program and agency

Able to be reliable, responsible, respectable and dependable.

Possess and demonstrate excellent verbal, written communication and computer skills, including knowledge of word processing and spreadsheet software.

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

Work effectively within a diverse environment.

Demonstrates conflict management skills.

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

Perform assignments efficiently and accurately with attention to details.

Assess employee's abilities and be able to challenge employees to reach their potential.

Meet requirements of the WV STARS career pathway

Signature: _____

Date: _____