

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:	Connect Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor, Director – Connect 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
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Provisional Period:	Six months

Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality and customer service.

Able to be reliable, responsible and dependable.

Possess excellent verbal, written communication and computer skills.

Ability to follow directions.

Able to travel extensively and have access to dependable transportation.

Adapt to flexible schedule as required by occasional evening and weekend work.

Complete assignments efficiently and accurately with attention to details.

Must successfully pass a pre-employment drug screening.

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

Must be eligible to meet requirements of the STARS career pathway and obtain trainer credentials.

Ability to lift training equipment, shipments, deliveries, reams of paper, van equipment and resources.

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

Essential Responsibilities:

General

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.

Complete ISDP requirements.

Have access to dependable transportation and personal credit card.

Program

Organize, register and conduct professional development sessions in accordance with the annual Professional Development Plan.

Convene or participate in an interdisciplinary team as appropriate.

Build rapport, develop constructive and cooperative working relationships with caregivers, children and families and maintain them over time utilizing Behavior Consultant services.

Develop a relationship 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 and Community Based Waiver Program.

Avoid duplication of efforts and involve child care providers in individual education plans when applicable.

Use strength based model approach with caregivers, children and families.

Provide individualized technical assistance and consultation to child care providers and families around specific children who are experiencing social, emotional and/or behavioral issues that are interfering with their ability to attend or participate in child care.

Link children, their families and caregivers with appropriate services, including special education and community health services, and to facilitate those linkages to assure that children can benefit from child care services.

Develop technical assistance materials for distribution to child care providers that support developmentally appropriate practice and behavior guidance; develop and provide needs-based learning opportunities for providers and their community partners.

Facilitate the development of positive social, emotional and/or behavioral supports for children whose child care placements are in jeopardy.

Provide technical assistance to child care providers regarding relevant federal and state regulations and policies for young children with special needs.

Perform administrative tasks such as maintaining files and processing paperwork. Maintain log of all activities and samples of all work products.

Develop a professional development plan to reinforce knowledge, including but not limited to: positive behavioral support; attachment theory and parenting, early childhood mental health issues; child abuse and neglect; post-traumatic stress disorder in young children; typical and atypical social, emotional and behavior development; community resources for young children with special needs and their families; consultative methods; and the Americans with Disabilities Act.

Provide telephone and on-site consultation to early childhood providers regarding behavior and guidance and provide professional development to support positive guidance and inclusive practices.

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

Provide support to the Family Child Care Association as needed.

Participate on committees and attend meetings relevant to program, projects, and agency as requested.

Any other duties assigned by the Executive Director, Director – Connect CCR&R, Supervisor.

Job Duties:

Prepare and submit bi-weekly timesheets on time and accurately.

Prepare and submit leave request forms as needed on time and accurately.

Prepare and submit travel request forms if needed.

Submit an article for the quarterly newsletter.

Attend monthly meetings with the professional development unit.

Attend Professional Development Advisory Council meetings.

Attend monthly staff meetings.

Maintain and submit monthly and quarterly training statistics.

Maintain a file on each professional development topic delivered.

Complete RODCA reports.

Respond to any inquiries and return messages within 48 hours of returning to the office.

Printed Name: _____

Signature: _____

Date: _____