

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-Major Grant
Program:	Connect Child Care Resource & Referral
FLSA Class:	Exempt
Position Accountable to:	Director, Executive Director
Position(s) Accountable for:	All Resource & Referral Supervisors. All Connect staff in absence of Director.
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, 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
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
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, prioritize work effectively and be self-directed; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.</p> <p>Reliable, responsible, flexible and self-initiated.</p> <p>Work effectively within a diverse environment.</p> <p>Ability to apply critical thinking skills, use professional judgement, and utilize strong</p>

decision making skills.

Demonstrates conflict management skills.

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

Provide professional customer service.

Possess excellent leadership skills.

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

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.

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

Must pass a drug screening before an employment offer is made.

Must be eligible to meet requirements of the WV STARS career pathway.

Able to travel extensively and work flexible hours.

Have access to a dependable transportation and a personal credit card.

Adapt to flexible schedule as required; could include evening and weekend work.

Ability to lift reams of paper, case files and office furniture, 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.

Promote unity and teamwork within Connect Child Care Resource & Referral (Connect CCR&R) program and River Valley Child Development Services (RVCDS).

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow and promote agency philosophy and mission.

Follow all Agency policies and procedures.

Keep Director informed on all relevant matters.

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

Prepare and submit monthly, quarterly and/or annual reports as required.

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

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.

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.

Participate in quarterly statewide meetings, as needed.

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. 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. Collect and submit packing slips to the Purchasing Agent and the Director.

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

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 disciplines needed in conjunction with Director for all staff positions.

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

Scheduling of Part 2 of staff orientation with Human Resources two (2) weeks prior to completion of 90 day period for all staff.

Complete 30 day, 90 day and 6 month staff evaluations and submit to Program Director two (2) weeks prior to completion of each with the exception of the 30 day evaluation (30 day evaluation is completed and submitted at 30 day mark) for those staff directly supervising. Oversee 30 day, 90 day and 6 month staff evaluations that have been completed by the Supervisors for all other positions.

Oversee the activities of the Professional Development Team and assist Director in evaluating work of staff to ensure that projects and services are of appropriate quality and that resources are used effectively.

Scheduling staff, as needed.

Be aware of PDTT staff schedules; obtain access to their Microsoft Outlook calendars. Assist in coordinating and arranging plans if a the PDT Supervisor is absent.

Review and/or approve bi-weekly payroll timesheets and leave forms for the Supervisors and submit to the Director and Payroll Specialist.

Approve monthly transportation and travel reimbursement requests for the program and submit to the Director and Travel Coordinator.

Prepare overnight travel requests and reimbursement for the program and submit to the Travel Coordinator in the absence of the Director.

Submit monthly reports by no later than the 10th 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, and forward paperwork to Human Resources once completed.

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

Provide the approval to Supervisors for Safety and Curriculum Grant Applications. Process purchase orders for grant checks if approved, and forward to the Director and RVCDS Purchasing Agent. Oversee the Supervisors reviewal of receipts. Conduct quality checks on Supervisors to ensure records of providers that have received grant funds, providers that have received safety equipment, and providers that have not sent in receipts for approved purchases are all accurate and up to date.

Additional Duties

Serve as a back-up to approve provider payment forms.

Serve as a back-up to submit hearing requests.

Staff Signature: _____

Date: _____