

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:	Early Childhood Specialist – TRAILS
Program:	Choices Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor, Director – Choices CCR&R, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Provide on-site training and technical assistance and distribution of resources to child care providers and development of need based professional development opportunities
Educational Requirements:	Bachelor's degree in an Early Childhood/Child Development field or upon written request the WVDHHR ECE Division may approve an individual in a related field with at least 15 college credit hours in early childhood and one year relevant occupational experience
Experiential Requirements:	One year relevant occupational experience
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>Able to be reliable, responsible and dependable.</p> <p>Possess excellent verbal, written communication and computer skills.</p> <p>Ability to engage effectively with the public and community.</p> <p>Able to travel extensively and work flexible hours.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.</p> <p>Must be eligible to meet requirements of the STARS career pathway and obtain trainer credentials.</p>

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:

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 supervisor informed on all relevant matters.

Have access to dependable transportation and personal credit card.

Program

Develop and conduct professional development sessions in accordance with the Policy and Procedures Manual and the annual Professional Development Plan.

Link all professional development sessions to the WV Core Knowledge and Core Competencies.

Register professional development sessions quarterly with the WV Early Childhood Professional Development Calendar to meet the requirements of the Professional Development Plan.

Register all professional development sessions with the WV State Training and Registry System (STARS); Enter attendance on WVSTARS website and inform participants how to complete evaluations to receive certificates.

Maintain a file on each professional development topic delivered.

Provide technical assistance to early childhood providers in their enrollment of children with special needs and in regards to relevant state and federal regulations and policies for young children with special needs.

Develop and provide needs based learning opportunities for all early childhood providers related to early childhood development, both on site and in the community.

Develop technical assistance materials for child care providers related to early childhood development.

Assist child care providers with set up of developmentally appropriate child care program.

Maintain resource materials and supplies on TRAILS van and update as needed; assist in keeping TRAILS resources organized, clean and sanitized in the appropriate storage areas.

Maintain computerized inventory of TRAILS resources and supplies.

Coach/mentor providers of children age birth through 12 as well as providing developmentally appropriate resource materials and professional development resources for providers.

Share driving responsibilities of the TRAILS van with the TRAILS Associate.

Provide ongoing maintenance of the TRAILS van.

Coordinate scheduling of appointments with child care providers for TRAILS van visits.

Implement outreach effort to ensure providers throughout the service delivery region are aware of the service.

Participate in CCR&R efforts to recruit child care providers through outreach at community events and sites and support other recruitment efforts of the agency.

Participate on the CCR&R early childhood team and implement all early childhood team responsibilities.

Participate on state level efforts to develop a variety of modules to provide professional development through the TRAILS van program.

Attend quarterly meetings/professional development coordinated by WVECTCR and the Division of Early Care and Education.

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

Conducts needs assessments on a regular basis.

Provide support to the Family Child Care Association as needed.

Maintain and submit monthly and quarterly training statistics.

Attend monthly meetings with the professional development unit.

Participate on committees relevant to program/projects as requested.

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

Signature: _____ Date: _____