

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 Statewide Director
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 Seventh Avenue, Huntington, WV
FLSA Classification:	Exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	WVECTCR Statewide Director and RVCDS Executive Director
Position(s) Accountable For:	Administrative Assistant- Major Grant Early Care and Education Statewide Specialist Training and Technical Assistance Statewide Coordinator WVEIICC Statewide Coordinator All WVECTCR staff in absence of Statewide Director
Purpose of Position:	Collaboratively provide leadership and management of WVECTCR to coordinate and support educational and professional development activities throughout West Virginia's early childhood community in order to increase availability, access, and build capacity
Educational Requirements:	Bachelor's degree from an accredited college or university in early childhood education, or related field
Experiential Requirements:	Three (3) years of relevant professional experience
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	Valid driver's license and insurance. Possess personal vehicle. Extensive statewide travel and occasional national travel.
Pre-Employment Requirements:	Must pass drug screening and have acceptable background check

Essential Capabilities and Skills

Able to read, interpret, and utilize information: grants; guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize strong critical thinking and strategic/project planning, implementation and evaluation skills.

Able to utilize strong, effective supervision and leadership skills

Revised: 5/18/2022

Effective: 7/1/2022

Able to effectively plan and manage program budget.

Able to develop and implement internal processes and quality controls.

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

Able to travel frequently; may require need for flexible scheduling, including occasional evening, weekend, and/or overnight hours. Have access to dependable transportation and personal credit card.

Other Capabilities and Skills

Able to be reliable, responsible, flexible and self-initiated.

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

Able to practice effective time management and pay close attention to detail.

Able to be a supportive and productive role model for agency and programs.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to foster collaborative relationships.

Able to lift various items: boxes, paper, supplies, etc.

Able to meet requirements of the WV STARS career pathway.

Agency Expectations

Follow all agency policies, procedures, and practices.

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.

Essential Duties

Supervision

Oversee all activities of the Administrative Assistant - Major Grant, Early Care and Education Statewide Specialist, Training and Technical Assistance Statewide Coordinator, and the WVEIICC Statewide Coordinator. Ensure job responsibilities are appropriate, reviewing and revising at least annually, and are being performed satisfactorily.

Ensure staff is aware of, and are following, RVCDS policies and procedures.

Conduct monthly, or quarterly, staff meetings and submit written meeting minutes to the WVECTCR Statewide Director.

Approve bi-weekly payroll timesheets, punch change requests, leave requests and expenses.

Approve monthly and overnight travel.

Complete, at minimum, annual performance evaluations for staff. Evaluate and implement progressive discipline, as needed, in conjunction with the WVECTCR Statewide Director. Facilitate and monitor the development and completion of the annual Individual Staff Development Plan.

Assume all supervisory responsibility for all WVECTCR staff and activities in the absence of the WVECTCR Statewide Director.

Assist in the recruitment, hiring, and training of WVECTCR staff, including overseeing and assisting with the program and project orientation for new staff. Complete initial resume screening, conduct phone interviews, consult with WVECTCR Statewide Director about applicants, and conduct face-to-face interviews with WVECTCR Statewide Director.

Maintain essential staff paperwork: key forms, technology responsibility forms, WV STARS certificates, phone tree, organizational chart, etc.

Attend monthly supervisor meetings.

Program

Assist with the oversight of all WVECTCR grant work plan projects and program statewide, ensuring policies, procedures, and deadlines are being followed and work plan objectives are being met.

Assist with the oversight of the organizational structure of WVECTCR, reviewing and revising as necessary.

Assist with planning and implementing the program budget with the Statewide Director; monitor program budget balance throughout the year and analyze financial reports.

Assist with the oversight of all WVECTCR contracts, agreements, and BEOs related to projects and purchases/payments.

Code, review, process, and submit for approval to the Statewide Director all invoices, purchases, travel requests, travel reimbursements, etc.

Attend and participate in quarterly WVECTCR Advisory Board meetings.

Assist with the creation and implementation of an annual assessment and continuous quality improvement plan; outreach plan; communication plan; and quality assurance plan for all WVECTCR programs/projects.

Create, update, and assist with implementing WVECTCR policies and procedures.

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Collaboratively create, review, revise and implement (when needed) the WVECTCR Contingency Plan. Oversee incorporating the WVECTCR Disaster Recovery Plan into the WVECTCR Contingency Plan.

Utilize existing systems to retrieve, analyze, and compile data for required reporting and as requested, which may include, but is not limited to: monthly statistical data; quarterly report data; and any other reporting data requested by funding partners.

Other Duties

Prepare and maintain program records, files, reports, forms and equipment.

Establish contacts, build relationships and collaborate with stakeholders.

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

Complete and submit to Administration the monthly WVECTCR statistical report.

Assist with the oversight of all program websites and social media accounts.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with WVECTCR staff and the Statewide Director.

Attend and participate in monthly meetings with the Statewide Director and WVECTCR staff meetings.

Any other duties as assigned by the Statewide Director and/or RVCDS Executive Director.

Employee Signature

Printed Name

Date