

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:	Link Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor, Director – Link 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:	A master's degree in early childhood, elementary education, special education, educational psychology or child development preferred. A bachelor's degree in early childhood, elementary education, special education or child development accepted.
Experiential Requirements:	One year relevant occupational experience preferred
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Provisional Employment Period:	6 months

Capabilities/Skills:
<p>Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.</p> <p>Reliable, responsible, respectful, and dependable.</p> <p>Possess and demonstrate excellent verbal and written communication and computer skills.</p> <p>Show attention to detail and work efficiently and accurately.</p> <p>Must be eligible to meet requirements of the STARS career pathway including becoming a STARS credentialed trainer.</p> <p>Able to travel extensively and work flexible hours.</p> <p>Have access to a dependable transportation and a personal credit card.</p>

May need to be able to lift wheelie carts, training equipment, shipments, deliveries, reams of paper, equipment, and resources.

May also need to be able to move file cabinets, desks, book cases, 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.

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow all agency policies and procedures and promote agency philosophy and mission.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

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

Program

Participate in required meetings including but not limited to, staff meetings, unit meetings and quarterly State TRAILS meetings.

Attend a regional or national level conference, training institute or higher education classes related to job, if possible, at least every two (2) years.

Maintain and submit monthly and quarterly training statistics.

Complete RODCA reports.

Participate on committees relevant to the program/projects as requested.

Convene or participate in an interdisciplinary team as requested.

Complete the Family Child Care Environmental Rating Scale online-training with six (6) months of employment and as needed thereafter.

Participate in practice observation for the FCCERS-R with peer annually.

Develop and provide needs-based and/or state mandated learning opportunities for all early

childhood providers based upon Developmentally Appropriate Practice.

Provide formal, long-term on-site technical assistance, short-term, on-site technical assistance, informal, telephone or email base technical assistance per Division of Early Care and Education guidelines outlined in the CCR&R Policy and Procedure Manual.

Ensure all professional development is linked to West Virginia's Core Knowledge and Competencies.

Work cooperatively with regional child care regulatory specialists, licensing specialists, providers, and Division of Early Care & Education staff to identify professional development needs and arrange specific professional development opportunities to address these needs.

Maintain a file on each professional development topic delivered with an outline, content, and handouts.

Link all professional development sessions to the WV Core Knowledge and Competencies and the WV Early Learning Standards Framework for ages birth through five.

Provide West Virginia Elements of Family Child Care Series and Building a Firm Foundation with TRAILS modules per Division of Early Care and Education guidelines outlined in the CCR&R Policy and Procedure Manual.

Utilize available technology to support professional development delivery.

Build and maintain rapport, develop and maintain constructive and cooperative working relationships with providers.

Offer information and professional development to providers on curricula, assist interested providers with implementation and expand use of curricula by child care providers. Participate in training on curricula when needed.

Provide information to providers on regulatory or licensing requirements and assist providers in complying with the health and safety requirements; refer questions on interpretation of regulations to appropriate regulatory or licensing staff.

Develop schedules for the van that maximize exposure, provide flexibility, and ensure that all areas of the CCR&R region are served.

Implement outreach efforts to ensure providers throughout the service delivery region are aware of the TRAILS services.

Provide resource lending service to child care providers including family child care providers, family child care facilities, school-age child care programs, and child care centers. Provide resource lending service to other providers of the early childhood community, such as public school WV pre-k classrooms, Head Start, and early Head Start, as time allows.

Coach and mentor family child care providers and family child care facilities by offering Class Two and above visits.

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 an electronic inventory of TRAILS resources and supplies.

Participate in TRAILS/ITSN Infant/Toddler Initiative as directed by the Division of Early Care and Education.

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

Submit for approval all specific budget requests for materials, supplies and training resource materials.

Support initiation and continuation of provider networks and associations to improve quality of care.

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

Staff Signature: _____

Date: _____