

# River Valley Child Development Services

A leader in providing high-quality early childhood care and education services for children, families, and communities

## Job Description

<b>Position:</b>	WV State Training and Registry System (WV STARS) Statewide Project Manager
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	611 Seventh Avenue, Huntington, WV
<b>FLSA Classification:</b>	Exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	6 months
<b>Position(s) Accountable To:</b>	WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	WV STARS Specialist I, WV STARS Specialist II - Training, WV STARS Specialist II -Scholarship and Earnings, WV STARS Specialist II – Distance Learning, WV STARS Statewide Assistant Project Manager – Professional Services, WV STARS Statewide Assistant Project Manager – Professional Development and Distance Learning Services
<b>Purpose of Position:</b>	Plan, coordinate and oversee the design and implementation of the WV STARS system statewide. Promote coordination and collaboration of early care education professional development through WV STARS and early care and education partners, assisting with system design to meet the needs of the users and partners.
<b>Educational Requirements:</b>	Minimum bachelor’s degree from an accredited college or university in early childhood education, or related field; master’s degree preferred
<b>Experiential Requirements:</b>	Three (3) years of relevant professional experience
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Travel Requirements:</b>	Valid driver’s license and insurance. Possess personal vehicle. Extensive statewide travel and occasional national travel.
<b>Pre-Employment Requirements:</b>	Must pass drug screening and have acceptable background check

### Essential Capabilities and Skills

Able to read, interpret, and utilize information: 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 critical thinking and project planning, implementation and evaluation skills.

Able to utilize effective supervision and leadership skills

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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 practice effective time management and pay close attention to detail.

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 WV STARS staff. 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.

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

Approve monthly and overnight travel, forward to WVECTCR Assistant Statewide Director.

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

Assist in the recruitment, hiring, and training of WV STARS staff, including overseeing the project orientation for new staff.

Conduct monthly WV STARS staff meetings and submit written meeting minutes to the WVECTCR Statewide Director.

Attend monthly supervisor meetings.

### **Program**

Coordinate and oversee the design and implementation of all components of the WV STARS system statewide: data system; registry; Career Pathway; professional development system (PD providers, entities, distance learning, PD registration and tracking, PD calendar); Pathway Advancement Scholarship; Pathway to Earnings; and Policy Advisory Council.

Coordinate and facilitate the WV STARS Policy Advisory Council: membership; quarterly meetings; creation, review, revision, and approval of WV STARS policies and procedures.

Ensure WV STARS is implemented according to policy and procedure and meets the WVECTCR work plan objectives.

Create and implement an annual assessment and continuous quality improvement plan; outreach plan; communication plan; and quality assurance plan for all components of the WV STARS system. Analyze effectiveness of plans and provide recommendations and strategies for program improvement.

Oversee the WV STARS data system in collaboration with the data system vendor. Continually assess the current and potential uses of the data system as it relates to all WV STARS participants and early childhood partners.

Design, oversee, and provide education, training, and technical assistance on all components of the WV STARS system to all WV STARS staff, participants, and early childhood partners.

Utilize the WV STARS data system 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; training data; annual PER data; any other reporting data requested by funding partners.

Collaborate with the WV Early Childhood Advisory Council and its subcommittees to provide expertise on the WV STARS system and professional development systems trends.

### **Other Duties**

Research professional development and distance learning issues, analyze information, make recommendations and provide options for change.

Establish contacts, build relationships and collaborate with stakeholders.

Maintain a working knowledge of the program budget.

Oversee, update, and maintain the WV STARS website.

Attend and participate on committees as assigned by WVECTCR Statewide Director, and/or RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with WV STARS Staff, the WVECTCR Assistant Statewide Director, and WVECTCR Statewide Director.

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

Participate as a state member of the National Workforce Registry Alliance.

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

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**Employee Signature**

**Printed Name**

**Date**