

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:	Supervisor – Early Childhood Quality Evaluators
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, RVCDS Executive Director
Position(s) Accountable For:	Early Childhood Quality Evaluators (6)
Purpose of Position:	Supervise the Early Childhood Quality Evaluators to ensure grant objectives are being met, and consistent, reliable assessments are being conducted.
Educational Requirements:	Minimum bachelor’s degree from an accredited college or university in early childhood education, or closely related field
Experiential Requirements:	Two years of experience in early childhood, and staff supervision experience, plus knowledge of, and experience with, ERS assessments.
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan Environmental Rating Scales (ECERS-3/ITERS-3/FCCERS/SACERS)
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: 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

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,

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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 Early Childhood Quality Evaluator 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 Early Childhood Evaluator staff, including overseeing the project orientation for new staff.

Conduct monthly Evaluator staff meetings and submit written meeting minutes to the WVECTCR Statewide

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Director.

Attend monthly supervisor meetings.

Program

Oversee all grant requirements and activities of the Early Childhood Quality Evaluators, ensuring compliance with the grant statement of work.

Create, review annually, and revise (as necessary), an internal procedure manual for the Early Childhood Quality Evaluators. Ensure procedures are being followed for quality program implementation.

Attend and complete trainings for identified assessment tools: Environmental Rating Scales (ITERS-3/ECERS-3/FCCERS/SACERS).

Ensure all Early Childhood Quality Evaluators attend and complete trainings for identified assessment tools: Environmental Rating Scales (ITERS-3/ECERS-3/FCCERS/SACERS).

Ensure all Early Childhood Quality Evaluators achieve and maintain reliability of at least 85% for ERS.

Work collaboratively with WV DHHR Division of Early Care and Education to create, maintain and update a list of early childhood providers in the state (child care centers, out-of-school time centers, facilities, and family child care).

Create an assessment plan for completion of assessments by Evaluators, focusing initially on child care centers, out-of-school time centers, and facilities, and incorporating family child care at a later date.

Ensure assessments continue to occur in all regions in the event of a position vacancy.

Maintain a working knowledge of the assessment data system, providing support and training to the Evaluators, as needed.

Utilize the assessment data system Supervisor's Toolkit, to review assessments, provide feedback, and create on-going, individualized assessor training.

Review and provide feedback on every assessment completed to ensure consistent, reliable assessments are being conducted.

Utilize the assessment data system to generate assessment reports and provide reports to the WV DHHR Division of Early Care and Education.

Act as a liaison and professionally communicate with partners, as needed.

Remain aware of emerging trends, updates, and new recommendations in early childhood quality assessments.

Conduct quality assurance checks to ensure that the grant objectives and internal procedures are being met. Report findings to the WVECTCR Statewide Director.

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Other Duties

Establish contacts, build relationships and collaborate with stakeholders.

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

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

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

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

Employee Signature

Printed Name

Date