

# 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>	Apprenticeship for Child Development Specialist (ACDS) 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>	ACDS Statewide Assistant Project Manager ACDS Instructors
<b>Purpose of Position:</b>	Plan, coordinate and oversee the design and implementation of the WV ACDS program statewide.
<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

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.

Created: 5/19/2022

Effective: 7/1/2022

### **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 ACDS 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, as required. 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, as applicable.

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

Visit, observe and evaluate ACDS classes and instructors on a biannual basis.

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

Attend monthly supervisor meetings.

**Program**

Coordinate and oversee the implementation of all components of ACDS statewide: Department of Labor; Apprenticeship Standards; Apprentices; Instructors; Curriculum; State Executive Council; Local Councils; Mentors; and Articulation Agreements.

Coordinate and facilitate the ACDS Executive Council according to by-laws: membership; quarterly meetings; creation, review, revision, and approval of ACDS policies and procedures.

Ensure ACDS 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 ACDS system. Analyze effectiveness of plans and provide recommendations and strategies for program improvement.

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

Utilize the ACDS and DOL data system to enter, 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; any other reporting data requested by funding partners.

Assist new counties in establishing local ACDS councils and classes. Design and facilitate informational sessions and assist in the orientation sessions for ACDS, as needed.

Review and revise curriculum, as needed. Provide instructor training on the curriculum.

Provide annual instructor in-service to provide information and communication relevant to instructors.

Oversee and support mentors through recruitment and training support.

Design, implement, and oversee the statewide registration and completion of all apprentices with DOL, ensuring Apprenticeship Standards are in place and being followed.

Oversee the processing and maintenance of all ACDS and DOL materials and records for apprentices, journeypersons, mentors, and instructors.

Compile the ACDS class schedule and disseminate the schedule to appropriate stakeholders.

Maintain a working knowledge of the program budget. Preparing and submitting all requisitions and invoices.

Collaborate with WV colleges and universities on the development and/or revision of articulation agreements with ACDS.

**Other Duties**

Establish contacts, build relationships and collaborate with stakeholders.

Create and publish the quarterly ACDS newsletter.

Oversee, update, and maintain the WV ACDS website and social media account(s).

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 WV ACDS 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.

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**Employee Signature**

**Printed Name**

**Date**