

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:	Apprenticeship for Child Development Specialist (ACDS) Instructor-Local Council Representative
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	Remote Home Office
FLSA Classification:	Non-exempt
RVCDS Classification:	Part-Time Instructor - approximately 6 hours per week per 17 week semester Local Council Representative – approximately 30 hours per year
Provisional Employment Period:	90 days
Position(s) Accountable To:	ACDS Statewide Assistant Project Manager, ACDS Statewide Project Manager, WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Instruct apprentices with current ACDS curriculum, according to ACDS policy and procedures. If assigned, oversee the establishment and duties of the ACDS Local Council, according to ACDS policy and procedure, in assigned region
Educational Requirements:	Minimum bachelor's degree in early childhood education, or related field with emphasis in early childhood
Experiential Requirements:	Minimum one year classroom or supervisory experience with children ages birth through 12
Additional Training Required:	WV Mandated Reporter Training: Making a Difference Fulfill required professional development for position
Travel Requirements:	Valid driver's license, registration and insurance. Possess personal vehicle.
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 communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

Able to travel as required for position; have access to dependable transportation.

Revised: 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 complete tasks with speed and accuracy.

Understand and explain child development and best practices.

Establish excellent presentation and facilitation skills for in-person and virtual teaching.

Able to manage discussions of controversial topics in a professional manner.

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

Able to meet requirements of the WV STARS Career Pathway and WV STARS Entity Approved Instructor.

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

Program - Instructor

Role model professional behavior in appearance, language, behavior, and manners.

Adhere to all ACDS policies and procedures for the implementation of the program.

Deliver ACDS Curriculum in accordance with, and as sanctioned, by ACDS.

Adhere to semester start and end dates.

Facilitate class weekly and reschedule any cancelled classes.

Return student's graded assignments within two weeks of due date.

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Return all resource materials in good condition to the designated Child Care Resource and Referral Agency.

Maintain apprentice files and documents and share with next semester instructor or return to local council representative.

Conduct site visits and complete required documentation, as applicable.

Accommodate individual learning differences; including special needs as reported by apprentices.

Communicate any changes to classroom schedule or location to supervisor.

Communicate class related concerns to supervisor.

Support apprentices with the registration process.

Assist apprentices in developing productive work habits and study skills.

Program – Local Council Representative (if assigned)

Ensure that policies and procedures set forth by the Executive Council are being followed in local county/county cluster.

Attend a minimum of three quarterly Executive Council meetings.

Facilitate local council meetings a minimum of twice per year and submit meeting minutes.

Assist with the distribution of resources in designated county/county cluster.

Assist with the recruitment of local council members and instructors.

Submit instructional plans each semester by submission date.

Adhere to mini-grant policies and procedures.

Ensure that portfolio reviews student evaluations of instructors are completed each semester.

Confirm that graduation occurs for each 4th semester class.

Other Duties

Develop and maintain up-to-date knowledge of the early care and education system in WV.

Attend and participate in program meetings as requested by ACDS Statewide Project Manager and/or WVECTCR Statewide Director.

Any other duties as assigned by the ACDS Statewide Project Manager and/or WVECTCR Statewide Director.

Employee Signature

Printed Name

Date