

# 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) Specialist II – Scholarship and Earnings
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	611 Seventh Avenue, Huntington, WV
<b>FLSA Classification:</b>	Non-exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	6 months
<b>Position(s) Accountable To:</b>	WV STARS Statewide Assistant Project Manager – Professional Services, WV STARS Statewide Project Manager, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Implement the Pathway Advancement Scholarship and Pathway to Earnings components of WV STARS
<b>Educational Requirements:</b>	Bachelor’s degree from an accredited college or university in a human service field
<b>Experiential Requirements:</b>	Two (2) years of relevant professional experience preferred
<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. Occasional 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 implementation skills.

Able to perform tasks with speed and accuracy.

Able to effectively communicate (verbal, written and presentation) with diverse audiences utilizing a variety of communication tools.

Able to travel occasionally; may require need for flexible scheduling, including occasional evening, weekend, and/or overnight hours. Have access to dependable transportation and personal credit card.

Revised: 5/24/2021

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**

#### **Program**

Implement the WV STARS Pathway Advancement Scholarship and Pathway to Earnings projects, ensuring policies and procedures are being followed, including usage of quality control methods.

Deliver statewide outreach (according to the WV STARS outreach plan), program assistance, and technical support to the early childhood workforce, to promote and recruit for the WV STARS Pathway Advancement Scholarship, Pathway to Earnings, and the WV STARS system as a whole.

Respond to inquiries about the WV STARS Pathway Advancement Scholarship, Pathway to Earnings, and the WV STARS system.

Review and process WV STARS Pathway Advancement Scholarship and Pathway to Earnings applications against eligibility requirements. Complete data entry for applicants/recipients, as needed.

Serve as counselor/case manager for all scholarship participants, employers, colleges; explain program practices, policies and procedures to participants, as needed.

Track and monitor all scholarship and earnings activity and benefits, update files as needed. Generate charge approvals, check requests, and/or invoices, as needed.

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Complete electronic and written correspondence with scholarship, earnings, and registry participants and other partners (employers, colleges, etc.)

Create and revise Pathway Advancement Scholarship and Pathway to Earnings forms, advertisements, website content, etc. and submit to supervisor for approval prior to use.

Verify employment submitted on Pathway Advancement Scholarship and Pathway to Earnings applications as required by policy.

Assist with utilizing the WV STARS data system to retrieve, analyze, and compile scholarship and earnings data for required reporting and as requested, which may include, but is not limited to: monthly statistical data; quarterly report data; and any other reporting data requested by funding partners.

**Other Duties**

Establish contacts, build relationships and collaborate with stakeholders.

Maintain working knowledge of the database system in order to make recommendations for internal procedures and database modifications.

Utilize established filing system and scanning system.

Work collaboratively as a member of the comprehensive WV STARS team, and maintain knowledge of all aspects of WV STARS.

Utilize established system for tracking information required for work plan and provide reporting on tracking system.

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

Attend and participate on committees as assigned by the direct supervisor, 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 STARS Staff, the WVECTCR Assistant Statewide Director, and WVECTCR Statewide Director.

Attend and participate in monthly WV STARS and WVECTCR staff meetings.

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

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**Employee Signature**

**Printed Name**

**Date**