

River Valley Child Development Services

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

Job Description

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| Position: | Supervisor – Professional Development and Resources |
| 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: | Child Care Health Educators (2) Child Care Nurse Health Consultants (6) |
| Purpose of Position: | Supervise and oversee Health, Safety and Nutrition Professional Development services provided by Child Care Health Educators and Child Care Nurse Health Consultants. Oversee identified grant resources. |
| Educational Requirements: | Minimum bachelor's degree from an accredited college or university in early childhood education, human services, or related field |
| Experiential Requirements: | Three (3) years of relevant professional experience |
| Additional Training Required: | Fulfill requirements of Individual Staff Development Plan |
| 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 Child Care Health Educator and Child Care Nurse Health Consultant 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 supervised staff, including overseeing the project orientation for new staff.

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

Attend monthly supervisor meetings.

Program

Health, Safety and Nutrition Professional Development Services

Coordinate, oversee, and ensure implementation of the Health, Safety, Nutrition Professional Development services provided by Child Care Health Educators and Child Care Nurse Health Consultants, ensuring grant objectives are being met.

Ensure mandatory training (Medication Administration) are covered in all regions in the event of a Child Care Nurse Health Consultant position vacancy.

Review annually, and revise as necessary, an internal policy and procedure manual for the Child Care Health Educators and Child Care Nurse Health Consultants. Ensure policies and procedures are being followed for quality program implementation.

Review and make recommendations for the Child Care Health Educators and Child Care Nurse Health Consultants social media accounts.

Review all promotional and informational materials prior to distribution (newsletters, flyers, presentations, etc.)

Ensure all Child Care Health Educator and Child Care Nurse Health Consultant trainings are registered with WV STARS and that WV STARS policies are adhered to by the Child Care Health Educators and Child Care Nurse Health Consultants.

Remain aware of emerging trends, updates, and new recommendations in local, state, and national requirements, regulations, recommendations, and best practices for health, safety, and nutrition as it relates to child care settings.

Grant Resources

Oversee and comply with all WVECTCR sub-grant award policies and procedures including, but not limited to: creating, reviewing and revising sub-grant application, award, and reporting documentation; receiving and processing all sub-grant applications and documentation; and develop and maintain a system for tracking all sub-grant applicants, recipients, compliance, etc.

Oversee and manage the review and revision of content for the WVECTCR website. Conduct quality reviews and data analysis of all WVECTCR project websites.

Oversee and manage the Early Care Share WV website. Serve as admin and analytics user; provide outreach and public awareness of website; provide update suggestions for website to vendor.

Create and oversee marketing and outreach plans for all WVECTCR projects: creation/revision/review of display boards, informational materials, etc.

Oversee all WVECTCR social media accounts, acting as co-administrator of all accounts. Manage the main

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WVECTCR social media account(s). Implement, review and revise WVECTCR social media guidelines.

Oversee the WV Early Childhood Provider Quarterly Magazine: collaboratively identify quarterly topics; identify content and authors; create and maintain an electronic and print distribution plan; oversee distribution.

Oversee other publication projects identified by the WVECTCR Advisory Board, according to identified need.

Other Duties

Establish contacts, build relationships and collaborate with stakeholders.

Establish and implement quality assurance processes. Report findings to the WVECTCR Statewide Director.

Receive and review monthly statistical and quarterly reports from staff. Prepare and submit a monthly statistical report to the WVECTCR Assistant Statewide Director and quarterly report to the WVECTCR Statewide Director by established deadlines.

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 supervised 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