

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:	Behavior Consultant
Program:	Choices Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor, Director – Choices CCR&R, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Serve as Behavior Consultant
Educational Requirements:	Master's degree in special education, early childhood special education, child development, psychology, counseling or a behavioral science related degree, special training or experience in assessing child behavior and developing intervention plans
Experiential Requirements:	Two years of experience in early childhood and experience in a management position or a leadership position in the field of early childhood
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Provisional Employment Period:	Six months
Pre-Employment Requirement	Must pass drug screening and have acceptable background check

Capabilities/Skills:
<p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Able to be reliable, responsible and dependable.</p> <p>Possess excellent verbal, written communication and computer skills.</p> <p>Ability to engage effectively with the public and community.</p> <p>Able to travel extensively and work flexible hours.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.</p> <p>Must be eligible to meet requirements of the STARS career pathway and obtain trainer credentials.</p> <p>Ability to lift training equipment, shipments, deliveries, reams of paper, van equipment and</p>

resources.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload trucks, as needed or requested.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow all agency policies and procedures.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

Have access to dependable transportation and personal credit card.

Program

Organize, register and conduct professional development sessions in accordance with the annual Professional Development Plan.

Link all professional development sessions to the WV Core Knowledge and Core Competencies.

Register professional development sessions quarterly with the WV Early Childhood Professional Development Calendar to meet the requirements of the Professional Development Plan.

Register all professional development sessions with the WV State Training and Registry System (STARS); Enter attendance on WVSTARS website and inform participants how to complete evaluations to receive certificates.

Maintain a file on each professional development topic delivered.

Convene or participate in an interdisciplinary team as appropriate.

Build rapport, develop constructive and cooperative working relationships with caregivers, children and families and maintain them over time utilizing Behavior Consultant services.

Develop a relationship with community agencies/programs such as WV Birth to Three, Preschool Special Education and School-Age Special Education programs as well as the WV Home and Community Based Waiver Program.

Avoid duplication of efforts and involve child care providers in individual education plans

when applicable.

Use strength based model approach with caregivers, children and families.

Provide individualized technical assistance and consultation to child care providers and families around specific children who are experiencing social, emotional and/or behavioral issues that are interfering with their ability to attend or participate in child care.

Link children, their families and caregivers with appropriate services, including special education and community health services, and to facilitate those linkages to assure that children can benefit from child care services.

Develop technical assistance materials for distribution to child care providers that support developmentally appropriate practice and behavior guidance; develop and provide needs-based learning opportunities for providers and their community partners.

Facilitate the development of positive social, emotional and/or behavioral supports for children whose child care placements are in jeopardy.

Provide technical assistance to child care providers regarding relevant federal and state regulations and policies for young children with special needs.

Maintain log of all activities and samples of all work products.

Develop a professional development plan to reinforce knowledge, including but not limited to; positive behavioral support; attachment theory and parenting, early childhood mental health issues; child abuse and neglect; post-traumatic stress disorder in young children; typical and atypical social, emotional and behavior development; community resources for young children with special needs and their families; consultative methods; and the Americans with Disabilities Act.

Provide telephone and on-site consultation to early childhood providers regarding behavior and guidance and provide professional development to support positive guidance and inclusive practices.

Observe and evaluate environments, adult-child and child-child interactions, and child behaviors and provide positive suggestions to support caregivers with developmentally appropriate methods for optimum development for all children.

Provide support to the Family Child Care Association as needed.

Maintain and submit monthly and quarterly training statistics.

Attend monthly meetings with the professional development unit.

Participate on committees relevant to program/projects as requested.

Any other duties assigned by the Executive Director, Director – Choices CCR&R, Supervisor.

Signature: _____ Date: _____