

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:	Early Childhood Specialist
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:	Organize and conduct training sessions according to the Policy and Procedures Manual and annual Professional Development Plan
Educational Requirements:	Bachelor's degree in an Early Childhood/Child Development field or upon written request, the WVDHHR ECE Division may approve an individual in a related field with at least 15 college credit hours in early childhood and one year relevant occupational experience
Experiential Requirements:	One year relevant occupational experience
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Provisional Employment Period:	Six months

Capabilities/Skills:
Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.
Able to be reliable, responsible and dependable.
Possess excellent verbal, written communication and computer skills.
Ability to engage effectively with the public and community.
Able to travel extensively and work flexible hours.
Must successfully pass a pre-employment drug screening.
Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.
Must be eligible to meet requirements of the STARS career pathway and obtain trainer credentials.

Ability to lift training equipment, shipments, deliveries, reams of paper, van equipment and 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

Develop and conduct professional development sessions in accordance with the Policy and Procedure Manual and 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); document attendance at all sessions by using WV STARS sign in sheets and return them to WV STARS; distribute WV STARS certificates upon completion of sessions.

Maintain a file on each professional development topic delivered.

Attend quarterly meetings/professional development coordinated by WVECTCR and the Division of Early Care and Education.

Offer technical assistance to all new and existing providers; assist providers in problem-solving through individual consultation as well as by connecting providers to other community resources.

Offer information and professional development to providers on curricula, assist interested providers with implementation and expand use of curricula by child care providers.

Provide information to providers on regulatory requirements and assist providers in complying with the health and safety requirements; refer questions on interpretation of regulations to appropriate regulatory staff.

Maintain resource libraries for child care providers.

Work cooperatively with Child Care Regulatory Specialists, providers, QRIS Staff and Division of Early Care and Education staff to identify professional development needs and arrange specialized professional development opportunities to address the needs.

Utilize available technology such as the internet, satellite programming and PowerPoint presentations to support professional development delivery.

Work with Early Childhood Specialists statewide to develop a uniform core of professional development opportunities to ensure relative consistency of sessions offered statewide.

Integrate professional development opportunities on the Environmental Rating Scales as appropriate and through statewide professional development coordination efforts; participate as appropriate in reliability observations for the Environmental Rating Scales with the Division of Early Care and Education.

Conducts needs assessments on a regular basis and develop a plan for follow-up support.

Submit for approval all specific budget requests for materials, supplies and training resource materials.

Maintain and submit monthly and quarterly training statistics.

Submit an article for the quarterly newsletter.

Provide support to the Family Child Care Association as needed.

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: _____