

# 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>	Early Childhood Specialist – Infant and Toddler
<b>Program:</b>	Connect Child Care Resource & Referral
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	Supervisor, Director – Choices CCR&R, Executive Director
<b>Position(s) Accountable for:</b>	N/A
<b>Purpose of Position:</b>	Organize and conduct the West Virginia Infant Toddler Professional Development Program (WVIT PDP) for caregivers and administrators, the Infant Toddler Quality Improvement Project (ITQuiP) and other trainings as designated
<b>Educational Requirements:</b>	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
<b>Experiential Requirements:</b>	One year relevant occupational experience
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Drivers License, Liability Insurance, and Acceptable Driving Record:</b>	Required
<b>Provisional Period:</b>	Six months

<b>Capabilities/Skills:</b>
<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>Able to travel extensively.</p> <p>Adapt to flexible schedule as required by occasional evening and weekend work.</p> <p>Ability to follow directions.</p> <p>Complete assignments efficiently and accurately with attention to details.</p>

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:**

**General**

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.

Complete ISDP requirements.

Have access to dependable transportation and personal credit card for travel as needed.

**Program**

Develop, register and conduct professional development sessions in accordance with Policy and Procedures 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.

Implement WVIT PDP per established policies and procedures including but not limited to: caregiver and administrative modules and TACITS.

Identify areas of need for WVIT PDP and establish accessible geographic locations and instruction times to meet providers' and administrators' needs to ensure that WVIT PDP is offered a minimum of three times per year.

Implement WVIT PDP Modules for Administrators as needed to build regional capacity of administrators having completed the modules.

Conduct WVIT PDP Caregiver modules and Technical Assistance for Caregivers of Infant and Toddlers (TACIT), incorporating materials purchased with infant/toddler earmark funds as appropriate.

Follow all purchasing processes for WVIT funds and the eProcurement process. Submits all necessary paperwork. Ensure authorization of purchases and approval of expenditures by the Supervisor of Professional Development. Forwards all paperwork for purchases to the supervisor including purchase requests, receipts, packing slips, and online eProcurement orders.

Conduct outreach efforts in relation to the WVIT PDP.

Conduct other infant/toddler trainings as required by the program.

Each year identify and recruit two early care and education providers (ideally one center, one family child care provider and one facility) to participate in the Infant Toddler Quality Improvement Project (ITQuiP), a 12 month quality improvement plan including but not limited to: submission of appropriate, required paperwork; conduction of a pre and a post Environment Rating Scale; developing a plan of action based on the scale; and providing a minimum of one technical assistance visit per month related to the ITQuiP.

Offer technical assistance to all new and existing providers, and assist providers in problem-solving through individual consultation.

Connect providers to other community resources as needed.

Offer information and professional development to providers on curricula, and assist interested providers with implementation 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.

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

Conduct needs assessments on a regular basis and develops a plan for follow-up support.

Submit for approval all specific budget requests for materials, supplies and training resource materials to supervisor in a timely manner.

Provide support to the Family Child Care Association as needed.

Participate on committees and attend meetings relevant to program, projects, and agency as requested.

Build rapport and develop constructive and cooperative working relationships with providers.

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

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**Job Duties:**

Prepare and submit bi-weekly timesheets on time and accurately.

Prepare and submit leave request forms if needed on time and accurately.

Prepare and submit travel request forms if needed.

Submit an article for the quarterly newsletter.

Attend monthly meetings with the professional development unit.

Attend Professional Development Advisory Council meetings.

Attend monthly staff meetings.

Maintain and submit monthly and quarterly training statistics.

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.

Respond to inquiries and return messages within 48 hours of returning to the office.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_