

# 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>	Assistant Director-Major Grant
<b>Program:</b>	Link Child Care Resource & Referral
<b>FLSA Class:</b>	Exempt
<b>Position Accountable to:</b>	Director, Executive Director
<b>Position(s) Accountable for:</b>	Behavior Consultants, Early Childhood Specialists, Infant Toddler Specialists, Quality Improvement Specialist, TRAILS Associate; all Link CCR&R staff in the absence of the Link CC&R Program Director
<b>Purpose of Position:</b>	Serve as Assistant Director of Child Care Resource & Referral program overseeing operation of services
<b>Educational Requirements:</b>	Bachelor's Degree in early childhood care and education, child development or human services accepted
<b>Experiential Requirements:</b>	Bachelor's Degree experiential requirements: at least 2 years of professional experience working with families and children, and experience in a management position or a leadership position in the field of early childhood
<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 Employment Period:</b>	6 months
<b>Pre-Employment Requirement</b>	Must pass drug screening and have acceptable background check

<p><b>Capabilities/Skills:</b></p> <p>Able to organize, prioritize work effectively and be self-directed; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.</p> <p>Reliable, responsible, flexible and self-initiated.</p> <p>Work effectively within a diverse environment.</p> <p>Ability to apply critical thinking skills, use professional judgement, and utilize strong decision making skills.</p> <p>Demonstrates conflict management skills.</p> <p>Engage effectively with the public; able to foster collaborative relationships.</p>
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Provide professional customer service.

Possess excellent leadership skills.

Possess and demonstrate excellent verbal and written communication and computer skills including knowledge of word processing and spreadsheet software.

Able to evaluate and/or prepare financial and statistical reports in a timely manner.

Perform assignments efficiently and accurately with attention to details.

Mentor staff and early childhood community.

Must have an acceptable Criminal Investigation Background (CIB) check and Child Protective Services (CPS) check.

Must pass a drug screening before an employment offer is made.

Must be eligible to meet requirements of the WV STARS career pathway including becoming a WV STARS credentialed trainer.

Able to travel extensively and work flexible hours.

Have access to a dependable transportation and a personal credit card.

Adapt to flexible schedule as required; could include evening and weekend work.

Ability to lift reams of paper, case files and office furniture, etc. and/or unload vehicles, as needed or requested.

**Essential Responsibilities:**

**Agency**

Adhere to the National Association for the Education of Young Children (NAEYC) Code of Ethics.

Promote unity and teamwork within Link Child Care Resource & Referral (Link CCR&R) program and River Valley Child Development Services (RVCDS).

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow and promote agency philosophy and mission.

Follow all Agency policies and procedures.

Keep supervisor informed on all relevant matters.

Submit a bi-weekly timesheets in accordance with RVCDS policies and procedures.

Submit a leave request when requesting time off in accordance with RVCDS policies and procedures.

Submit transportation reimbursement forms monthly when claiming mileage and/or parking/toll fees accrued while performing your job responsibilities in accordance with RVCDS policies and procedures.

Submit overnight travel requests in accordance with RVCDS policies and procedures when performing your job responsibilities requires overnight travel.

Submit other forms as requested in accordance with RVCDS policies and procedures.

Plan and implement program budget with Program Director; prepare and submit monthly, quarterly and/or annual reports as required.

Participate in monthly management team meetings and committee meetings, as needed.

### **Program**

Meet the expectations of the West Virginia Department of Health and Human Resources (WV DHHR) Bureau for Children and Families Division of Early Care and Education (ECE) Policy and Procedure Manual for Child Care Resource and Referral Services (Hereto referred to as the Policy and Procedure Manual).

Assist Program Director in overseeing the implementation of requirements of the Policy and Procedure Manual.

Assist Program Director in overseeing the distribution of annual health and safety grant fund for family child care providers and family child care facilities. Oversee the processing, approval and/or denial of provider grants and sending of the appropriate requisitions to RVCDS.

Assist Program Director in overseeing the administration of the Certificate Subsidy Program.

Assist Program Director in overseeing and administering budget in accordance with the Policy and Procedure Manual and RVCDS policies and procedures.

Assist Program Director in coordinating or leading others in accomplishing annual work plan activities to meet objectives.

Participate in quarterly statewide meetings, as needed.

Assist in preparing the grant renewal process each fiscal year.

Frequent travel within an assigned region.

Any other duties assigned by the Program Director or Executive Director.

## **Staff Supervision**

Assist Program Director in conducting interviews, making recommendations for employment, training, supervising, evaluating and implementing progressive disciplines needed in conjunction with Executive Director for all staff positions; facilitate the development of the Individual Staff Development Plan for positions for which accountable for directly.

Facilitate scheduling of Part 2 of staff orientation with Human Resources two (2) weeks prior to completion of 90 day period.

Complete 30 day, 90 day and 6 month staff evaluations and submit to Program Director two (2) weeks prior to completion of each with the exception of the 30 day evaluation (30 day evaluation is completed and submitted at 30 day mark) for those staff directly supervising.

Oversee the activities of the Professional Development Training Team; direct activities and evaluate work of staff to ensure that projects and services are of appropriate quality and that resources are used effectively.

Conduct monthly PDTT meetings and submit meeting minutes to Program Director.

Assist with scheduling staff, as needed.

Be aware of PDTT staff schedules; obtain access to their Microsoft Outlook calendars.

Review and/or approve bi-weekly payroll timesheets and leave forms for the Professional Development Training Team and submit to Program Director.

Approve monthly transportation and travel reimbursement requests for Professional Development Training Team and submit to Program Director.

Approve overnight travel requests and reimbursement for Professional Development Training Team and submit to Program Director.

Submit monthly and quarterly reports to the Program Director per timeline given.

Perform day-to-day administrative tasks such as maintaining information files and processing paperwork.

Conduct regular Quality Assurance efforts and report results to PDTT members and Program Director within 2 weeks.

Coordinate and arrange a plan for PDTT responsibilities in the absence of PDTT member.

Assist Program Director in facilitating specific program budgets and allocations of funds that pertain to the PDTT.

Act as a liaison between the PDTT and other administrative staff.

Ensure all policies related to the West Virginia State Training and Registry System are

adhered to by the PDTT.

Attend Pre-K or other collaborative meetings in the absence of PDTT staff.

Compile and submit quarterly training schedule in accordance with Policy and Procedure Manual and Program timelines to Program Director for approval.

**Additional Duties**

Serve as back-up for Provider Payment training.

Serve a back-up to approve provider payment forms.

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

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