

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:	Link Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor, Director – Link Child Care Resource & Referral (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 (ISDP)
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Provisional Employment Period:	6 months
Pre-Employment Requirement:	Must pass drug screening and have acceptable background check

Capabilities/Skills:
<p>Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.</p> <p>Reliable, responsible, and dependable.</p> <p>Demonstrate excellent verbal and written communication and computer skills</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check and Child Protective Services (CPS) check.</p> <p>Must pass a drug screening before an employment offer is made.</p> <p>Must be eligible to meet requirements of the STARS career pathway including becoming a STARS credentialed trainer.</p>

Able to travel extensively and work flexible hours.

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

Have the ability to lift wheelie carts, training equipment, shipments, deliveries, reams of paper, WVECTCR publications, equipment, and resources.

May also need to be able to move file cabinets, desks, book cases, etc. and/or unload vehicles as needed or requested.

Ability to engage effectively with the public and community.

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.

Work effectively within a diverse environment.

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.

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).

Participate in the Link Professional Development Training Team (PDTT) including attending monthly meetings.

Attend monthly Link CCR&R staff meetings.

Develop, organize, register, and conduct professional development sessions according to the Policy and Procedure Manual.

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

Registers professional development sessions quarterly with the WV Early Childhood Professional Development Calendar.

Registers all professional development sessions with the WV State Training and Registry System (STARS); enter training core knowledge and competency information in to the WV STARS database to ensure that accurate training certificates are accessible to training participants.

Maintain a file of each professional development topic delivered with an outline, content and handouts.

Conduct module trainings as requested.

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

Conduct needs assessments, formal or informal, on a regular basis and develop a plan for follow-up support.

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

Build rapport, develop constructive and cooperative working relationships with providers and maintain them over time.

Provide technical assistance and consultation services according to the Policy and Procedure Manual.

Provide on-going site visits, a minimum of 45 per quarter, to early childhood providers to develop, strengthen, and maintain positive working relationships.

Utilize the Behavior Consultant Observation Tool during the site observations to obtain consistent relevant information for technical assistance, professional development, and strategic intervention planning.

Involve child care providers in individual education plans to avoid duplication of efforts when applicable.

Works cooperatively with Child Care regulatory specialists, licensing specialists, providers, and Division of Early Care and Education staff to identify professional development needs and arrange specific professional development opportunities to address the needs.

Use the Early Childhood Positive Behavior Support Pyramid based model approach with caregivers, children, and families.

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

Attend a regional or national level conference, training institute or higher education classes related to job, if possible, at least every two (2) years.

Maintain and submit monthly and quarterly training statistics.

Complete RODCA reports.

Frequent travel within an assigned region.

Participate on committees relevant to the program/projects as requested.

Convene or participate in an interdisciplinary team as requested.

Any other duties as assigned by the Executive Director, Director of Link CCR&R, Supervisor.

Staff Signature: _____

Date: _____