

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:	Director-Major Grant
Program:	Link Child Care Resource & Referral
FLSA Class:	Exempt
Position Accountable to:	Executive Director
Position(s) Accountable for:	All Resource & Referral Staff
Purpose of Position:	Serve as Director of Child Care Resource & Referral program overseeing operation of services
Educational Requirements:	Master's Degree in early childhood, elementary education, special education, educational psychology, non- profit management, or child development preferred Bachelor's Degree in early childhood care and education, child development or human services accepted
Experiential Requirements:	Master's Degree experiential requirements: management position or leadership position in the field of early education 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
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
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, 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, respectful and dependable.</p> <p>Possess and demonstrate excellent verbal and written communication and computer skills including knowledge of word processing and spreadsheet software.</p> <p>Able to evaluate and/or prepare financial and statistical reports in a timely manner.</p>

Able to apply critical thinking skills, use professional judgement and utilize strong decision-making skills.

Able to adapt, troubleshoot and present solutions in a fluid work environment.

Perform assignments efficiently and accurately with attention to details.

Mentor staff and early childhood community.

Be a supportive and productive role model for agency and program.

Must be eligible to meet requirements of the WV STARS career pathway and obtain trainer credential.

Able to travel extensively and work flexible hours.

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

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

Ability to engage effectively with the public and community.

Provide direct/appropriate feedback.

Essential Responsibilities:

Agency

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

Complete Individual Staff Development Plan (ISDP) requirements annually.

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

Follow all agency policies and procedures.

Work effectively within a diverse environment.

Keep Executive Director informed on all relevant matters.

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

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

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

Facilitate program operations according to the agency Management by Objectives benchmarks.

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

Oversee all program activities including planning and facilitating regular staff meetings.

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

Staff Supervision

Conduct interviews, make recommendations for employment, train, supervise, evaluate and implement progressive disciplines needed in conjunction with Executive Director for staff positions for which accountable (see above); facilitate the development of the Individual Staff Development Plan.

Demonstrates conflict management skills.

Assist with scheduling of staff.

Review and/or approve bi-weekly payroll timesheets and leave forms and submit to RVCDS Payroll in accordance with RVCDS policies and procedures.

Approve monthly transportation and travel reimbursement requests and submit to RVCDS Payroll in accordance with RVCDS policies and procedures.

Approve overnight travel requests and reimbursement and submit to RVCDS Payroll in accordance with RVCDS policies and procedures.

Able to assess employees abilities.

Able to challenge employees to be the best they can be.

Program

Respond to needs of internal and external customers.

Oversee the implementation of requirements of the Policy and Procedure Manual developed by the WV DHHR.

Oversee the distribution of annual grant funds for child care providers; oversee processing, approval and/or denial of provider grants and sending of appropriate requisitions to RVCDS.

Oversee the administration of the Certificate Subsidy Program.

Oversee the activities of the Professional Development Training Team.

Oversee and administer budget in accordance with the Policy and Procedure Manual and RVCDS policies and procedures.

Coordinate or lead others in accomplishing annual work plan activities to meet objectives.

Direct activities and evaluate work of staff to ensure that projects and services are of appropriate quality and that resources are used effectively.

Participate in quarterly statewide meetings.

Assist in preparing the grant renewal process each fiscal year.

Oversee fraud investigations.

Frequent travel within an assigned region.

Any other duties assigned by the Executive Director.

Participate on committees relevant to program/projects as requested.

Staff Signature: _____

Date: _____