

# 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 – TRAILS
<b>Program:</b>	Link Child Care Resource & Referral
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	Supervisor, Director – Link CCR&R, Executive Director
<b>Position(s) Accountable for:</b>	N/A
<b>Purpose of Position:</b>	Provide on-site training and technical assistance and distribution of resources to child care providers and development of need based professional development opportunities
<b>Educational Requirements:</b>	A master's degree in early childhood, elementary education, special education, educational psychology or child development preferred. A bachelor's degree in early childhood, elementary education, special education or child development accepted.
<b>Experiential Requirements:</b>	One year relevant occupational experience preferred
<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

<b>Capabilities/Skills:</b>
<p>Demonstrate the ability to organize and prioritize work effectively. 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</p>

STARS credentialed trainer.

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 of 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 CCR&R 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.

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

Frequent travel within an assigned region.

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

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.

Develop technical assistance materials for child care providers related to early childhood development.

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.

Link all professional development sessions to the WV Core Knowledge and Competencies and the WV Early Learning Standards Framework for ages birth through five.

Register 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.

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

Work cooperatively with regional 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 these needs.

Integrate professional development opportunities on the Environmental Rating Scales annually. Participate as appropriate in practice observations for the Environment Rating Scales with the Division of Early Care and Education.

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.

Assist child care providers with set up of developmentally appropriate child care program.

Maintain resource materials and supplies on TRAILS van and update as needed; assist in keeping TRAILS resources organized, clean and sanitized in the appropriate storage areas.

Maintain an electronic inventory of TRAILS resources and supplies; submit quarterly via email to Program Director to be updated on the Link CCR&R website.

Coach/mentor providers of children age birth through 12 as well as providing developmentally appropriate resource materials and professional development resources for providers.

Share driving responsibilities of the TRAILS van with the TRAILS Associate.

Implement outreach effort to ensure providers throughout the service delivery region are aware of the service.

Participate on state level efforts to develop a variety of modules to provide professional development through the TRAILS van program.

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

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

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.

Participate on committees relevant to program/projects as requested.

**Other Job Responsibilities:**

Provide ongoing maintenance of the TRAILS van.

Coordinate scheduling of appointments with child care providers for TRAILS van visits.

Participate in local collaborative teams as appropriate and schedules allow.

Support initiation and continuation of provider networks and associations to improve quality of care.

Provide support to the Family Child Care Association as needed.

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

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

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