

# 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>	Infant/Toddler Specialist
<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>	Organize and conduct the West Virginia Infant Toddler Professional Development Program (WVIT I & II PDP) for caregivers and administrators, and other trainings as designated and offer Technical Assistance
<b>Educational Requirements:</b>	A master's degree in early childhood, developmental psychology, education psychology or child development and one year of professional experience working with infants and toddlers preferred. A bachelor's degree in early childhood, developmental psychology or child development and one year of professional experience working with infants accepted.
<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 Employment Period:</b>	6 months
<b>Pre-Employment Requirement:</b>	Must pass drug screening and have acceptable background check

<b>Capabilities/Skills:</b>
Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.
Reliable, responsible, and dependable.
Demonstrate excellent verbal and written communication and computer skills
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 STARS career pathway including becoming a 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.

Frequent travel within an assigned region.

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.

Implement WVIT PDP per established policies and procedures including but not limited to: caregiver and administrative modules, TACITS, implementation of the performance measurement system and resource process.

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 according to ECE guidelines regarding frequency for WVIT I and WVIT II.

Follow ECE Policy and Procedure for the *Program for Infant/Toddler Care* (PITC) prior to offering WVIT II.

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

Implement WVIT PDP Caregiver modules and Technical Assistance for Caregivers of Infant and Toddlers (TACIT).

Conduct outreach efforts in relation to the WVIT PDP.

Conduct other infant/toddler trainings as required by the Link CCR&R.

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

Registers professional development sessions quarterly with the WV Early Childhood Professional Development Calendar to meet the requirements of the Professional Development Plan.

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.

Work cooperatively with regional child care regulator 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.

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

Offer technical assistance to all new and existing providers as time allows and/or in conjunction with TA being offered by the PDDT; assists 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 requirements and assist providers in complying with the health and safety requirements; refer questions on interpretation of regulations to appropriate regulatory staff.

Utilize available technology such as the internet, satellite programming and Power Point 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.

Participate in the Infant/Toddler Specialists Network.

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

Conducts needs assessments on a regular basis and develop 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.

Develop a plan to follow-up support for implementation and evaluation of professional development sessions.

Submit for approval all specific budget requests for materials, supplies and training resource materials.

Maintain and submit monthly and quarterly training statistics.

Complete RODCA reports.

Participate on committees relevant to program/projects as requested.

**Other Job Responsibilities:**

Participate in local collaborative teams as appropriate and schedules allow.

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

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

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

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