

# 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>	Supervisor – Early Childhood Quality Evaluators
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	611 7 <sup>th</sup> Avenue Huntington, WV
<b>FSLA Classification:</b>	Exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	6 months
<b>Position(s) Accountable To:</b>	WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	Early Childhood Quality Evaluators (6)
<b>Purpose of Position:</b>	Supervise the Early Childhood Quality Evaluators to ensure grant objectives are being met, and consistent, reliable assessments are being conducted.
<b>Educational Requirements:</b>	Bachelor’s degree from an accredited college or university in early childhood education, or closely related field.
<b>Experiential Requirements:</b>	Two years of experience in early childhood, and staff supervision experience, plus knowledge of, and experience with, ERS and CLASS assessments.
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan Environmental Rating Scales (ECERS-3/ITERS-3/FCCERS/SACERS) Classroom Assessment Scoring Systems (Infant/Toddler/Pre-K)
<b>Driver’s License, Liability Insurance, and Acceptable Driving Record:</b>	Required
<b>Additional Required Certifications, Tests, Licenses:</b>	N/A

### Capabilities and Skills

Work independently and collaboratively in team environments while maintaining high level of confidentiality.

Reliable, responsible, and dependable.

Effective time management and attention to detail.

Work effectively within a diverse environment.

Demonstrates conflict management skills.

Engage effectively with the public and community.

Provide professional customer service.

Possess excellent verbal and written communication skills.

Possess excellent computer skills, including, but not limited to, Microsoft Office.

Possess excellent supervisory and leadership skills.

Use professional judgment and utilize strong decision-making skills.

Able to lift various items: boxes, paper, supplies, etc.

Able to travel frequently within WV; will require need for flexible scheduling, including occasional evening, weekend, and/or overnight hours. Have access to dependable transportation and personal credit card.

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

Must be eligible to meet requirements of the WV STARS career pathway.

### **Essential Responsibilities**

#### **Agency**

Follow all agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

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

Keep supervisor informed on all relevant matters.

#### **Staff Supervision – Early Childhood Quality Evaluators (6)**

Oversee all activities and grant requirements of the Early Childhood Quality Evaluators. Ensure job responsibilities are appropriate, reviewing and revising at least annually, and are being performed satisfactorily.

Ensure staff is aware of, and are following, RVCDS policies, procedures, and practices.

Approve bi-weekly payroll timesheets, leave requests, and leave forms.

Approve monthly and overnight travel, forward to WVECTCR Assistant Statewide Director.

Complete, at minimum, annual performance evaluations for staff. Evaluate and implement progressive discipline, as needed, in conjunction with WVECTCR Statewide Director. Facilitate and monitor the development and completion of the annual Individual Staff Development Plan.

Assist in the recruitment, hiring, training and evaluating of the Early Childhood Quality Evaluators. Oversee the project orientation and training for new staff and secure office locations and logistics for staff.

Conduct monthly staff meetings with the Early Childhood Quality Evaluators and submit written meeting minutes to the WVECTCR Statewide Director.

Attend quarterly supervisor meetings.

### **Program**

Oversee all grant requirements and activities of the Early Childhood Quality Evaluators, ensuring compliance with the grant statement of work.

Create, review annually, and revise (as necessary), an internal procedure manual for the Early Childhood Quality Evaluators. Ensure procedures are being followed for quality program implementation.

Attend and complete trainings for identified assessment tools: Environmental Rating Scales (ITERS-3/ECERS-3/FCCERS/SACERS) and CLASS (Infant/Toddler/Pre-K).

Ensure all Early Childhood Quality Evaluators attend and complete trainings for identified assessment tools: Environmental Rating Scales (ITERS-3/ECERS-3/FCCERS/SACERS) and CLASS (Infant/Toddler/Pre-K).

Ensure all Early Childhood Quality Evaluators achieve and maintain reliability of at least 85% for ERS and 80% for CLASS.

Work collaboratively with WV DHHR Division of Early Care and Education to create, maintain and update a list of early childhood providers in the state (child care centers, out-of-school time centers, facilities, and family child care).

Create an assessment plan for completion of assessments by Evaluators, focusing initially on child care centers, out-of-school time centers, and facilities, and incorporating family child care at a later date.

Ensure assessments continue to occur in all regions in the event of a position vacancy.

Maintain a working knowledge of the assessment data system, providing support and training to the Evaluators, as needed.

Utilize the assessment data system Supervisor's Toolkit, to review assessments, provide feedback, and create on-going, individualized assessor training.

Review and provide feedback on every assessment completed to ensure consistent, reliable assessments are being conducted.

Utilize the assessment data system to generate assessment reports and provide reports to the WV DHHR Division of Early Care and Education.

Act as a liaison and professionally communicate with partners, as needed.

Remain aware of emerging trends, updates, and new recommendations in early childhood quality assessments.

Conduct quality assurance checks to ensure that the grant objectives and internal procedures are being met. Report findings to the WVECTCR Statewide Director.

Participate on committees and/or attend meetings relevant to program projects, or as assigned by the WVECTCR Statewide Director or RVCDS Executive Director.

Review monthly and quarterly report data submitted by each of the Evaluators and compile a comprehensive monthly and quarterly report. Submit monthly statistical report to WVECTCR Assistant Statewide Director and quarterly reports to WVECTCR Statewide Director by established due dates.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the WVECTCR Assistant Statewide Director, WVECTCR Statewide Director, and the Early Childhood Quality Evaluators.

Attend and participate in monthly WVECTCR staff meetings.

Any other duties as assigned by the RVCDS Executive Director, WVECTCR Statewide Director, or WVECTCR Assistant Statewide Director.

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**Employee Signature**

**Printed Name**

**Date**