

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:	Supervisor – Professional Development and Grants
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 Seventh Avenue, Huntington, WV
FSLA Classification:	Exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	Child Care Health Educators (2) Child Care Nurse Health Consultants (6)
Purpose of Position:	Supervise and oversee Health, Safety and Nutrition Professional Development services provided by Child Care Health Educators and Child Care Nurse Health Consultants. Oversee and implement sub-grant policies and procedures.
Educational Requirements:	Minimum bachelor’s degree from an accredited college or university in early childhood education, human services, or related field.
Experiential Requirements:	Three (3) years of relevant professional experience
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	Valid driver’s license and insurance. Possess personal vehicle and valid vehicle registration. Extensive statewide travel.
Pre-Employment Requirements:	Must pass drug screening and have acceptable background check.
Additional Required Certifications, Tests, Licenses:	N/A

Capabilities and Skills

Demonstrate self-direction and confidence (CKC 6.2g).

Demonstrate flexibility and be open to change (CKC 6.2c).

Uphold standards of confidentiality, sensitivity, and respect for colleagues and clients (CKC 6.1g).

Conduct work and related tasks in a reliable, thorough, and efficient manner (CKC 6.2a).

Individually, and collaboratively, plan, problem-solve, and implement effective practices (CKC 6.2d).

Develop and maintain appropriate and positive relationships by engaging and responding to families, professionals, and the community (CKC 6.2b).

Foster effective relationships through a climate of trust and open communication (CKC 6.7h).

Maintain job-specific professional and personal boundaries, and model those appropriate boundaries (CKC 6.1d).

Understand and follow relevant regulatory and program licensing, certification and training requirements, and requirements of grants/funders (CKC 6.1b).

Recognize and respect individual strengths, differences, and viewpoints (CKC 6.2i).

Support and promote teamwork and trusting, respectful interactions (CKC 6.5h).

Demonstrate critical thinking skills, use professional judgment, and utilize strong decision making skills.

Demonstrate excellent verbal and written communication skills.

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

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

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

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 – Child Care Health Educators, and Child Care Nurse Health Consultants

Oversee all activities and grant requirements of the Child Care Health Educators and Child Care Nurse Health Consultants.

Assist with establishing, reviewing (at least annually), and revising job responsibilities for the Child Care Health Educators and Child Care Nurse Health Consultants.

Assist in the recruitment, hiring, and training of Child Care Health Educators and Child Care Nurse Health Consultants, including overseeing the project orientation for new staff and securing office locations and logistics for staff.

Ensure all staff members are adequately trained and satisfactorily meeting position expectations and grant requirements.

Nurture high expectations and encourage staff to display their own skills and strengths (CKC 6.2h).

Provide the supervisory support necessary for staff to maintain ethical standards and best practices (CKC 7.3f).

Created: 8/23/2019 BNH

Effective: 9/1/2019

Advance staff performance by observing practice, reviewing documentation, and meeting regularly to provide feedback and support to staff (CKC 7.3e). At a minimum, monthly web meetings and quarterly in-person meetings. Submit written meeting minutes to the WV ECTCR Statewide Director.

Complete 30-day, 90-day, and 6 month performance evaluations for new staff, and annual performance evaluations for established staff.

Assist staff with seeking out and participating in relevant professional development opportunities and maintaining an ongoing professional development record (CKC 6.4c).

Assist staff with reflecting on current practice, investigating ways to improve, and developing and maintaining an individualized professional development plan: RVCDS ISDP (CKC 6.4d). Monitor completion of the ISDP.

Assist staff to advance program quality through supporting them in linking current research, resources, and program data to their practice by discussing program quality issues and ways to advance practice (CKC 7.3k).

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

Accurately approve bi-weekly payroll timesheets, leave requests, and leave forms and submit to payroll by established deadline.

Accurately approve monthly and overnight travel and forward to WV ECTCR Assistant Statewide Director by established deadline.

Evaluate and implement progressive discipline, as needed, in conjunction with WV ECTCR Statewide Director.

Attend monthly supervisor meetings.

Program

Coordinate, oversee, and ensure implementation of the Health, Safety, Nutrition Professional Development services provided by Child Care Health Educators and Child Care Nurse Health Consultants, ensuring grant objectives are being met.

Ensure mandatory trainings (Medication Administration and Making A Difference) are covered in all regions in the event of a Child Care Nurse Health Consultant position vacancy.

Review annually, and revise as necessary, an internal policy and procedure manual for the Child Care Health Educators and Child Care Nurse Health Consultants. Ensure policies and procedures are being followed for quality program implementation.

Review and make recommendations for the Child Care Health Educators and Child Care Nurse Health Consultants social media accounts.

Review all promotional and informational materials prior to distribution (newsletters, flyers, presentations, etc.)

Ensure all Child Care Health Educator and Child Care Nurse Health Consultant trainings are registered with WV STARS and that WV STARS policies are adhered to by the Child Care Health Educators and Child Care Nurse Health Consultants.

Establish and implement quality assurance processes (CKC 7.6a). Report findings to the WV ECTCR Statewide Director.

Remain aware of emerging trends, updates, and new recommendations in local, state, and national requirements,

regulations, recommendations, and best practices for health, safety, and nutrition as it relates to child care settings.

Oversee WVECTCR sub-grant award policies and procedures.

Develop and maintain a system for tracking all sub-grant applicants, recipients, compliance, etc.

Create, review, and revise sub-grant award documentation: applications, award letters, grant summary reports, etc.

Receive, and process for review, all WVECTCR sub-grant applications, according to policy and procedure.
Communicating with applicants, as necessary.

Receive and reconcile all sub-grant award expenditure documentation and grant summary reports and determine compliance of award expenditures.

Establish contacts, build relationships, act as a liaison, and collaborate with stakeholders and partners.

Attend and participate on committees as assigned by WVECTCR Statewide Director, and/or RVCDS Executive Director.

Attend local, state, or national meetings/trainings/conferences for training and/or to provide information on relevant projects.

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 staff supervised.

Attend and participate in monthly WVECTCR staff meetings, and monthly meetings with the WVECTCR Statewide Director.

Receive and review monthly statistical and quarterly reports from staff. Prepare and submit a monthly statistical report to the WVECTCR Assistant Statewide Director and quarterly report to the WVECTCR Statewide Director by established deadlines.

Analyze data and use it to make program modifications, changes, and improvements (CKC 7.6d).

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

Employee Signature

Printed Name

Date