

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:	Technology Coordinator
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 Seventh Avenue Huntington, WV
FSLA Classification:	N/A
RVCDS Classification:	Temporary, part-time up to 10 hours/week
Provisional Employment Period:	N/A
Position(s) Accountable To:	WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Support the IT operations of WVECTCR
Educational Requirements:	Bachelor's degree in computer science or related field
Experiential Requirements:	Five (5) years of related professional experience. Strong background in database design.
Additional Training Required:	N/A
Drivers License, Liability Insurance, and Acceptable Driving Record:	N/A
Additional Required Certifications, Tests, Licenses:	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.

Provide professional customer service.

Possess excellent verbal and written communication skills.

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

Possess excellent problem solving skills.

Able to apply critical thinking skills.

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

Created: 9/8/2016 BNH

Effective: 7/1/2017

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.

Program

Help support the technology needs of WVECTCR.

Maintain and revise WVECTCR equipment inventory.

Create PDF forms for WVECTCR staff, as requested.

Analyze and evaluate WVECTCR needs and design software solutions in Microsoft Access.

Provide assistance with basic usage of Microsoft Office programs and other TCR technology (Go-to-Meeting/Go-to-Training, etc.).

Create process manual for Technology Coordinator job duties.

Log time worked as Technology Coordinator and submit report to WVECTCR Statewide Director with bi-weekly timesheet.

Attend and participate on committees as assigned by supervisor.

Employee Signature

Printed Name

Date