

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:	Statewide Director
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
FLSA Class:	Exempt
Position Accountable to:	Executive Director
Position(s) Accountable for:	<p>ACDS Specialist II ACDS Statewide Coordinator Administrative Assistant- Major Grant Assistant Statewide Director Child Care Health Educators (2) Child Care Nurse Health Consultants (6) Early Care and Education Consultant Early Childhood Quality Evaluators (6) Grants and Prof. Development Services Statewide Coordinator Local Young Child Wellness Coordinator Supervisor- Early Childhood Quality Evaluators Technology Coordinator Training and Technical Assistance Statewide Coordinator WVEIICC Statewide Coordinator WV STARS Distance Learning Consultant WV STARS Specialist I WV STARS Specialist II – Distance Learning WV STARS Specialist II – Scholarship and Earnings WV STARS Specialist II - Training WV STARS Statewide Assistant Project Manager WV STARS Statewide Project Manager</p>
Purpose of Position:	Provide leadership and management of WVECTCR to coordinate and support educational and professional development activities throughout West Virginia’s early child community in order to increase availability, access, and build capacity
Educational Requirements:	Master’s degree in early childhood or related field preferred or a bachelor’s degree
Experiential Requirements:	Five (5) 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. Extensive statewide travel.
Pre-Employment Requirements:	Must pass drug screening and have acceptable background check.
Provisional Employment Period	6 months

Capabilities/Skills:

Able to organize, prioritize work effectively, be self directed, work collaboratively in team environments, and maintain high level of confidentiality.

Able to be reliable, responsible, respectful and dependable.

Excellent verbal, written communication and computer skills, including knowledge of word processing and spreadsheet software.

Able to apply critical thinking skills, use professional judgment, and utilize strong decision making skills.

Must have the ability to travel.

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

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s) as needed or requested.

Possess excellent presentation, facilitation, and strategic planning skills.

Knowledge of grant management and implementation.

Ability to engage effectively with the public and community.

Provide direct/appropriate feedback.

Able to evaluate and/or prepare financial and statistical reports in a timely manner.

Ability to adapt, troubleshoot and present solutions in a fluid work environment.

Perform assignments efficiently and accurately with attention to detail.

Be a supportive and productive role model for agency and programs.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

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

Follow all agency policies and procedures.

Keep Executive Director informed on all relevant matters.
Work effectively within a diverse environment.

Participate in monthly management team meetings and committee meetings as needed.

Travel and have access to dependable transportation and personal credit card.

Submit forms as requested in accordance with RVCDS policies and procedures.

Facilitate program operations according to the agency Management by Objectives benchmarks.

Staff Supervision

Conduct interviews, make recommendations for employment, train, supervise, evaluate and implement progressive disciplines needed in conjunction with Executive Director for staff positions for which accountable (see above); facilitate the development of the Individual Staff Development Plan.

Schedule staff and approve bi-weekly payroll time reports and leave forms.

Approve monthly transportation and travel reimbursement requests.

Able to assess employee's ability.

Able to challenge employees to be the best they can be.

Program

Coordinate and lead others in accomplishing annual work plan activities to meet objectives and performance benchmarks set by Advisory Board/funding agencies.

Plan and implement program budget with Director of Business and Finance; prepare and submit monthly, quarterly, and/or annual reports as required.

Respond to needs of internal and external customers.

Review, process and approve all invoices and purchases through WVECTCR.

Oversee all program activities including planning and facilitating monthly staff meetings.

Direct activities and evaluate work of staff to ensure that projects and services are of appropriate quality and that resources are used effectively.

Participate as an ex-officio member of the WVECTCR Advisory Board.

Participate on committees and/or attend meetings relevant to program projects.

Prepare and maintain program records, files, reports, and forms.

Prepare and submit to funders a quarterly progress report of all program activities.

Serve as Editor for program publications.

Perform day-to-day administrative tasks such as maintaining information files and processing paperwork.

Prepare and submit monthly statistical report of all activities to the Executive Director.

Any other duties as assigned by the Executive Director.

Employee Signature

Printed Name

Date