

# 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>	Apprenticeship for Child Development Specialist (ACDS) Statewide Coordinator
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	611 Seventh 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 Assistant Statewide Director, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	ACDS Specialist I and/or ACDS Specialist II, when applicable
<b>Purpose of Position:</b>	Coordinate and implement the WV ACDS program statewide
<b>Educational Requirements:</b>	Minimum bachelor's degree from an accredited college or university in early childhood education, or related field; master's degree preferred
<b>Experiential Requirements:</b>	Three (3) years of relevant professional experience
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Driver's License, Liability Insurance, and Acceptable Driving Record:</b>	Required
<b>Additional Required Certifications, Tests, Licenses:</b>	WV STARS Trainer Credential

### **Capabilities and Skills**

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

Reliable, responsible, flexible and self-initiated.

Effective time management and attention to detail.

Work effectively within a diverse environment.

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

Demonstrates conflict management skills.

Engage effectively with the public and community. Able to foster collaborative relationships.

Provide professional customer service.

Possess excellent verbal and written communication skills.

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

Possess excellent presentation, facilitation, and strategic planning skills.

Possess excellent leadership skills.

Able to evaluate program data and reports.

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

Able to travel frequently; may 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 – ACDS Specialist I/II**

Oversee all activities of the ACDS Specialist I/III. 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 and procedures.

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

Approve monthly and overnight travel.

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

Plan.

Assist in the recruitment, hiring, and training of ACDS staff, including overseeing the project orientation for new staff.

Conduct monthly ACDS staff meetings and submit written meeting minutes to the WV ECTCR Assistant Statewide Director.

Attend monthly supervisor meetings.

### **Program**

Coordinate and facilitate the implementation of the WV ACDS program statewide.

Evaluate, plan, develop and update all aspects of the WV ACDS program. Provide recommendations for program improvement.

Draft new and review/revise program policies, at least on an annual basis, or as needed.

Ensure ACDS is implemented according to policy and procedure, and meets the WV ECTCR work plan objectives.

Design and promote outreach efforts to increase awareness of the WV ACDS program statewide, including, but not limited to, informational articles and presentations, wvacds.org website, and ACDS social media account(s).

Respond to inquiries about the ACDS program locally, statewide, and nationally.

Exhibit and/or present at early childhood conferences and/or trainings.

Assist new counties in establishing local ACDS councils and classes. Design and facilitate informational sessions and assist in the orientation sessions for ACDS, as needed.

Compile the ACDS class schedule and disseminate the schedule to appropriate stakeholders.

Oversee the curriculum re-write and implementation of pilot courses and statewide implementation. Visit, observe, and evaluate ACDS classes and instructors, focusing on instructors using the new curriculum. Provide instructor training on the new curriculum.

Oversee the processing and maintenance of all ACDS and DOL materials and records for apprentices, journeypersons, mentors, and instructors.

Maintain a working knowledge of the program budget. Follow the RVCDS procurement policies and procedures for processing of payments, agreements, etc.

Oversee the recruiting, training, and contracting of ACDS Instructors. Plan, facilitate, and coordinate the annual ACDS Instructor's Academies (at least two annually). Design and provide electronic Instructor Updates, offering a face-to-face update as needed. Provide mentor trainings, updates, and meetings.

Revised: 5/4/2018 BNH

Effective: 7/1/2018

Oversee and coordinate the ACDS Executive Council, according to by-laws and policies. Meet, at minimum, once per quarter.

Oversee and support mentors through recruitment and training support.

Collaborate with WV colleges and universities on the development and/or revision of articulation agreements with ACDS.

Design, implement, and oversee the statewide registration and completion of all apprentices with DOL, ensuring Apprenticeship Standards are in place and being followed.

Conduct DOL/ACDS Quality Assurance checks.

Create and publish the quarterly ACDS newsletter.

Build relationships and collaborate with stakeholders.

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

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the ACDS Specialist I, WVECTCR Assistant Statewide Director and WVECTCR Statewide Director.

Attend and participate in monthly WVECTCR staff meetings.

Prepare and submit a monthly statistical report to the WVECTCR Assistant Statewide Director and quarterly report to the WVECTCR Statewide Director.

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

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**Employee Signature**

**Printed Name**

**Date**