

# 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>	Early Care and Education Consultant
<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>	N/A
<b>Purpose of Position:</b>	Provide technical assistance to Behavior Consultants, Early Childhood Specialists, and Resource and Referral agencies
<b>Educational Requirements:</b>	Master's degree from an accredited college or university in special education, early childhood special education, child development, or counseling
<b>Experiential Requirements:</b>	Five (5) years' experience in assessing child behavior and training
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Drivers License, Liability Insurance, and Acceptable Driving Record:</b>	Required
<b>Additional Required Certifications, Tests, Licenses:</b>	NA

### 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.

Revised: 5/20/2018 BNH

Effective: 7/1/2018

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

Possess excellent presentation, facilitation, problem solving and strategic planning skills.

Able to apply critical thinking skills.

Able to evaluate statistics and reports. Offers recommendations and solutions when necessary.

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.

#### **Program**

Provide technical assistance for two child care resource and referral agencies.

Provide technical assistance for the Early Childhood Specialists in the child care resource and referral agencies.

Provide technical assistance for the Behavior Consultants in the child care resource and referral agencies.

Participate in the WV Pre-K Steering Team county audits, as needed.

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

Provide technical assistance for the Early Childhood Quality Evaluators and Supervisor, as needed.

Attend WV DHHR unit and department meetings.

Keep WVECTCR Assistant Statewide Director and WVECTCR Statewide Director informed of work schedule.

Attend and participate in monthly WVECTCR staff meetings and quarterly meetings with WVECTCR Assistant Statewide Director.

Attend and participate on committees as assigned by supervisor.

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

---

**Employee Signature**

**Printed Name**

**Date**