

# 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>	WV Early Intervention Interagency Coordinating Council (WVEIICC) Statewide Coordinator
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	99 Edmiston Way, Buckhannon, WV
<b>FSLA Classification:</b>	Non-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 Director, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Ensure operation of the WVEIICC is in accordance with federal regulations. Serve as a liaison between WVECTCR and WV Birth to Three state staff and program. Serve as a statewide Lead Trainer for the WV Birth to Three Program.
<b>Educational Requirements:</b>	Bachelor's degree in special education; master's degree preferred
<b>Experiential Requirements:</b>	Five (5) years' experience in early intervention services
<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, 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. Able to foster collaborative relationships.

Provide professional customer service.

Revised: 12/15/2016 BNH

Effective: 1/1/2017

Possess excellent verbal and written communication skills.

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 and procedures.

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**

Ensure operation of the WVEIICC is in accordance with federal regulations.

Serve as a liaison between WV Birth to Three state staff and the WVEIICC.

Serve as a representative of the WVEIICC in state and/or national meetings, as requested by the council.

Communicate WVEIICC priorities with a wide variety of audiences including families, higher education representatives, state agencies, local providers, and others through presentations and written materials.

Develop WVEIICC meeting agendas in coordination with the Council Chairperson and lead agency, WV Birth to Three staff.

Ensure WVEIICC meeting minutes and other council materials are created, mailed, posted, as needed.

Provide leadership and direction for the WVEIICC Task Groups. Develop and coordinate a process for the WVEIICC Task Groups to communicate between meetings. Support the work of the Task Groups.

Revised: 12/15/2016 BNH

Effective: 1/1/2017

Assist with facilitation of WVEIICC Task Groups related to development, implementation, and evaluation of WV Birth to Three State Systemic Improvement Plan components.

Oversee the WVEIICC website and social media accounts.

Communicate and coordinate project with personnel of the Office of Maternal, Child, and Family Health.

Complete research, gather data, and compile resources, as needed.

Represent WV Birth to Three at training events and meetings, presenting as necessary.

Provide Lead Trainer activities for the WV Birth to Three system.

Provide training in the WV Birth to Three core curriculum, as scheduled.

Provide facilitation of mentoring strategies for WV Birth to Three enrolled practitioners.

Coordinate training topic, trainer, scheduling, and hosting of webinars, as needed.

Assist in the design, implementation, and coordination of training development and revisions (face-to-face and web based), aligning content to the WV Core Knowledge and Competencies and posting training opportunities to the appropriate calendar(s) and website(s).

Promote collaboration and coordination among WV Birth to Three sponsored trainings with WV STARS and other early childhood training efforts.

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

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

Attend local, state, or national meetings/events/conferences for training and/or to exhibit or provide information on WVEIICC and/or WV BTT.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the WVECTCR Assistant Director and WVECTCR Statewide Director; respond to meeting notifications sent through Outlook Calendar.

Attend and participate in monthly WVECTCR staff meetings.

Attend and participate on committees as assigned by supervisor.

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

---

**Employee Signature**

**Printed Name**

**Date**