

# 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 State Training and Registry System (WV STARS) Scholarship Specialist
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	611 Seventh Avenue, Huntington, WV
<b>FSLA Classification:</b>	Non-exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	90 days
<b>Position(s) Accountable To:</b>	WV STARS Statewide Coordinator, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Implement the Pathway Advancement Scholarship, registry and credentialing system components of WV STARS
<b>Educational Requirements:</b>	Bachelor's degree in a human service field
<b>Experiential Requirements:</b>	Two (2) years of relevant professional experience preferred
<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>	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.

Engage effectively with the public and community.

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 skills.

Revised: 5/8/2017 BNH

Effective: 7/1/2017

Able to complete data entry with speed and accuracy.

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

Able to travel statewide; 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**

Implement the WV STARS Pathway Advancement Scholarship program, ensuring policies and procedures are being followed, including usage of quality control methods.

Deliver statewide outreach (using various methods of outreach), program assistance, and technical support to the early childhood workforce, to promote and recruit the WV STARS Pathway Advancement Scholarship and the WV STARS system as a whole.

Respond to inquiries about the WV STARS Pathway Advancement Scholarship and the WV STARS system.

Review and process WV STARS scholarship applications against eligibility requirements. Complete data entry for applicants/recipients, as needed.

Serve as counselor/case manager for all scholarship participants, employers, colleges; explain program practices, policies and procedures to participants, as needed.

Track and monitor all scholarship activity and benefits, update files as needed. Generate charge approvals, check requests, and/or invoices, as needed.

Complete electronic and written correspondence with scholarship/registry participants and other partners (employers, colleges, etc.)

Create and revise scholarship forms, advertisements, website content, etc. and submit to supervisor for

approval prior to use.

Review, process, scan and complete data entry for registry and credentialing applications and documentation.

Review, process, and complete data entry for documentation of completed professional development.

Process and complete data entry for training registration documentation.

Maintain working knowledge of the database system in order to make recommendations for internal procedures and database modifications.

Coordinate and utilize established filing system and scanning system.

Oversee established system for tracking information required for work plan and provide reporting on tracking system.

Complete all tasks while adhering to WV STARS policies and procedures.

Attend local, state, or national meetings/events/conferences for training or to provide information on WV STARS.

Participate as a state member of The National Workforce Registry Alliance.

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

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the WV STARS Statewide Coordinator, WVECTCR Assistant Statewide Director and WVECTCR Statewide Director.

Attend and participate in monthly WV STARS and WVECTCR staff meetings, and quarterly WV STARS Policy Advisory Council meetings.

Attend and participate on committees as assigned by supervisor.

Any other duties as assigned by the RVCDS Executive Director, WVECTCR Statewide Director, or WV STARS Statewide Coordinator.

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**Employee Signature**

**Printed Name**

**Date**