

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:	WV State Training and Registry System (WV STARS) Statewide Coordinator
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 Seventh Avenue, Huntington, WV
FSLA Classification:	Exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	WV STARS Specialist I, WV STARS Specialist II, WV STARS Scholarship Specialist
Purpose of Position:	Coordinate and implement WV STARS statewide and promote coordination and collaboration of early care education professional development through WV STARS and early care and education partners
Educational Requirements:	Minimum bachelor's degree in early childhood education, or related field; master's degree preferred
Experiential Requirements:	Three (3) years of relevant professional experience
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Driver's License, Liability Insurance, and Acceptable Driving Record:	Required
Additional Required Certifications, Tests, Licenses:	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.

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Effective: 7/1/2017

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 – WV STARS Specialist I, WV STARS Specialist II, and WV STARS Scholarship Specialist

Oversee all activities of the WV STARS Specialist I, WV STARS Specialist II, and WV STARS Scholarship Specialist. 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 Statewide Director. Facilitate and monitor the development and completion of the annual Individual Staff Development Plan.

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

Conduct monthly WV STARS staff meetings and submit written meeting minutes to the WVECTCR Statewide Director.

Attend monthly supervisor meetings.

Program

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

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

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

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

Design and promote outreach efforts to increase awareness of the WV STARS program statewide, including, but not limited to, informational articles, meetings, and presentations, exhibit booths, and wvstars.org website.

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

Provide oversight of the registry and credentialing system.

Provide oversight of trainer approval and training registration system.

Provide oversight of the Career Pathway and coordinated professional development system.

Provide oversight of the WV STARS Pathway Advancement Scholarship.

Coordinate and facilitate the quarterly WV STARS Policy Advisory Council; document and implement decisions made.

Develop and implement quality assurance measures for WV STARS.

Research professional development issues, analyze information, make recommendations and provide options for change.

Utilize registry data to report on relevant information, as requested.

Oversee planning, development, and implementation of online registry and training data system, training registration, and training calendar, and communicate with stakeholders to plan and implement the

system.

Oversee education and training of WV STARS staff, registry participants, trainers, and stakeholders on the use of the online registry system, training registration, and training calendar. This includes, but is not limited to, development and offering of online training modules, technical assistance, document/form development, etc.

Collaborate with Technology Coordinator, nCompass, and/or SimplyDigi staff regarding program technology and database.

Oversee the training calendar and provide quality reviews of calendar listings.

Collaborate with the Distance Learning Consultant, Training and Technical Assistance Statewide Coordinator, and other stakeholders when applicable, to implement the integration of online training opportunities and conference registration, into the SimplyDigi software.

Collaborate with the WV Early Childhood Advisory Council and the WV Infant and Toddler Mental Health Association to incorporate the WV Core Knowledge and Competencies, and the WV Infant Toddler Mental Health Competencies into the registry system to allow linkage to training registrations.

Establish contacts, build relationships and collaborate with stakeholders.

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

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

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

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

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

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

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.

Employee Signature

Printed Name

Date