

# 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) Specialist II
<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 registry and credentialing system, trainer approval and training registration components of WV STARS
<b>Educational Requirements:</b>	Bachelors degree in early childhood education, or related 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 leadership skills to mentor staff.

Revised: 5/6/2016 BNH

Effective: 7/1/2016

Able to complete data entry with speed and accuracy.

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

Able to travel occasionally; 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**

Assist with the review, processing, scanning and completion of data entry for registry and credentialing applications and documentation.

Assist with the review, processing, and completion of data entry for documentation of completed professional development.

Assist with the processing and completion of data entry for training registration documentation.

Review, process, and complete data entry for trainer approval applications and documentation.

Complete electronic and written correspondence with registry participants and approved trainers.

Make recommendations for internal procedures and database modifications.

Coordinate and utilize established filing system and scanning system.

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

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

Maintain working knowledge of database system.

Perform quality control reviews.

Utilize quality control methods to reduce errors.

Oversee the WV STARS social media account(s).

Mentor WV STARS Specialist I with daily duties.

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

Develop and update internal and external program documents.

Update internal procedures documents, as needed.

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

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 WV STARS and WVECTCR staff 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**