

# 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) Statewide Assistant Project Manager
<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>	6 months
<b>Position(s) Accountable To:</b>	WV STARS Statewide Project Manager, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	In the absence of the WV STARS Statewide Project Manager - WV STARS Specialist I, WV STARS Specialist II, WV STARS Scholarship Specialist
<b>Purpose of Position:</b>	Assist with the coordination and implementation of WV STARS statewide; oversee incentive and scholarship approvals; coordinate and complete quality control reviews
<b>Educational Requirements:</b>	Minimum bachelor's degree in early childhood education, human services, or related field
<b>Experiential Requirements:</b>	Three (3) years of relevant professional experience
<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, 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.

Engage effectively with the public and community. Able to foster collaborative relationships.

Created: 4/2018 BNH

Effective: 5/1/2018

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 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 coordination and facilitation of the implementation of the WV STARS program statewide.

Assist with the evaluation, planning, development, and updating of all aspects of the WV STARS program. Provide recommendations for program improvement.

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

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

Assist with the design and promotion of 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.

Develop and conduct quality control reviews of the registry and credentialing system; Pathway Advancement Scholarship; and Pathway to Earnings program.

Oversee scholarship and earnings approvals.

Oversee WV STARS customer evaluation plan.

Oversee the WV STARS social media accounts.

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

Assist with 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.

Work collaboratively as a member of the comprehensive WV STARS team, and maintain knowledge of all aspects of WV STARS.

Collaborate with WV STARS Statewide Project Manager regarding program technology and database.

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.

Oversee established system for tracking information required for work plan and provide reporting on tracking system, submitting a monthly statistical report to the WVECTCR Assistant Statewide Director.

Attend and participate on committees as assigned by WV STARS Statewide Project Manager, 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, monthly WV STARS staff meetings, and monthly meetings with the WV STARS Statewide Project Manager.

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

Any other duties as assigned by the RVCDS Executive Director, WV ECTCR Statewide Director, WV STARS Statewide Project Manager.

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**Employee Signature**

**Printed Name**

**Date**