

# 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>	Early Care and Education Statewide Specialist
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	Remote Home Office
<b>FLSA 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 Statewide Director, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Provide technical assistance to Behavior Consultants, Early Childhood Specialists, and Resource and Referral agencies
<b>Educational Requirements:</b>	Master's degree from an accredited college or university in special education, early childhood special education, child development, or counseling
<b>Experiential Requirements:</b>	Five (5) years of experience in assessing child behavior and training
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Travel Requirements:</b>	Valid driver's license and insurance. Possess personal vehicle. Extensive statewide travel and occasional national travel.
<b>Pre-Employment Requirements:</b>	Must pass drug screening and have acceptable background check

### Essential Capabilities and Skills

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize critical thinking and project planning, implementation and evaluation skills.

Able to utilize effective leadership skills.

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

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.

Revised: 5/18/2022

Effective: 7/1/2022

### **Other Capabilities and Skills**

Able to be reliable, responsible, flexible and self-initiated.

Able to practice effective time management and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to foster collaborative relationships.

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

Able to meet requirements of the WV STARS career pathway.

### **Agency Expectations**

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.

### **Essential Duties**

#### **Program**

Provide technical assistance for two child care resource and referral agencies.

Provide technical assistance for the Early Childhood Specialists in the child care resource and referral agencies.

Provide technical assistance for the Behavior Consultants in the child care resource and referral agencies.

Participate in the WV Pre-K Steering Team county audits, as needed.

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

Attend WV DHHR unit and department meetings.

### **Other Duties**

Keep WVECTCR Assistant Statewide Director and WVECTCR Statewide Director informed of work schedule.

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

Attend and participate on committees as assigned by supervisor.

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

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**Employee Signature**

**Printed Name**

**Date**