

River Valley Child Development Services

Providing quality services and support to children, families, and the early childhood community.

Job Description

Position:	Director of Child Care Services
Program:	RVCARES and School Age Connections
Worksite:	2021 5 th Ave. W. Huntington, WV
FLSA Classification:	exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	Executive Director
Position(s) Accountable For:	Teachers, Assistant Teachers, Nutrition Specialist, Site Supervisors and Assistant Group Leaders
Purpose of Position:	Oversee all aspects of child care settings, including operations, staff supervision, financial responsibility, compliance with licensing, oversight of physical facility, curriculum development and parental communication and involvement. Provide an enriching environment that respects individual differences of all children and their families.
Educational Requirements:	BA in Early Care and Education preferred or related field or degree in Business, Management or Administration with 12 credit hours or more in early childhood
Experiential Requirements:	At least 2 years of leadership experience as a program administrator or supervisor
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	Valid driver's license and insurance. Acceptable driving record. Possess personal vehicle.
Pre-Employment Requirements:	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 and maintain a high level of confidentiality.

Able to effectively utilize strong organizational, analytical, and critical thinking skills.

Able to effectively utilize strong supervisory and leadership skills.

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

Demonstrate knowledge of early childhood and child development.

Able to research needs of children served.

Must be a non-smoker.

Other Capabilities and Skills

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

Able to practice effective time management skills 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 lift various items: boxes, paper, supplies, etc.

Agency Expectations

Follow and enforce (with supervised staff) 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 Executive Director informed on all relevant matters.

Work effectively within a diverse environment.

Participate in monthly management meetings and committee meetings as needed.

Essential Duties – SAC and RVCARES

Ensure all programs are operating in compliance with the WV DHHR Out-of-School Time Child Care Center Licensing Requirements and Child Care Center Licensing Regulations.

Understand and support the needs of children and families affected by substance use disorder.

Provide an enriching environment that respects individual differences.

Promote nurturing relationships between children and staff.

Collaborate with other community resources to meet the needs of the children and families .

Have a written work plan for the routine on-site presence for each SAC site and post on-site schedule where it is accessible to staff and parents.

Appoint a person to take responsibility for the operation of the program in the Director's absence.

Oversee all activities of the staff. Ensure job responsibilities are appropriate, reviewing and revising at least annually, and are being performed satisfactorily.

Ensure staff is aware of and following RVCDS policies and procedures and Licensing Regulations.

Approve bi-weekly payroll timesheets and leave requests.

Approve monthly and overnight travel for staff.

Review lesson plans weekly

Complete, at minimum, annual performance evaluations for staff. Evaluate and implement progressive discipline, as needed. Facilitate and monitor the development and completion of the Individual Staff Development Plan for each employee.

Recruit, hire, supervise, evaluate and train staff. Oversee program orientation for all staff.

Plan and implement program budget with Comptroller; prepare and submit monthly, quarterly and/or annual reports as required.

Plan and facilitate at minimum monthly staff meetings and submit written meeting minutes to the RVCDS Executive Director.

Coordinate curriculum development and selection of materials.

Provide ongoing, professional communications with all families.

Oversee enrollment and orientation of families.

Work closely with program staff to understand needs and goals for special projects relating to their programs.

Other Duties – Program

Attend and participate on committees as assigned by the RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule.

Any other duties as assigned by the RVCDS Executive Director.

Employee Signature

Printed Name

Date