

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:	Apprenticeship for Child Development Specialist (ACDS) Specialist II
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 Seventh Avenue, Huntington, WV
FLSA Classification:	Non-exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	ACDS Statewide Coordinator, WVECTCR Assistant Statewide Director, WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	ACDS Instructors
Purpose of Position:	Provide support services for and assist with the coordination and implementation the WV ACDS program statewide.
Educational Requirements:	Bachelor's degree from an accredited college or university in early childhood education, or related field
Experiential Requirements:	Three (3) years of relevant professional experience
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	Valid driver's license and insurance. Possess personal vehicle. Extensive statewide travel and occasional national travel.
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.

Able to effectively utilize critical thinking and project implementation skills.

Able to perform tasks with speed and accuracy.

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.

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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 support to and assist with the implementation of all components of ACDS statewide: Department of Labor; Apprenticeship Standards; Apprentices; Instructors; Curriculum; State Executive Council; Local Councils; Mentors; and Articulation Agreements.

Attend ACDS State Executive Council meetings, prepare and disseminate meeting minutes.

Implement ACDS according to policy, procedure and the WVECTCR work plan objectives.

Assist with the implementation of an annual assessment and continuous quality improvement plan; outreach plan; communication plan; and quality assurance plan for all components of the ACDS system.

Assist with the design and delivery of education, training, and technical assistance on all components of the ACDS system to all ACDS staff, participants, and early childhood partners.

Utilize the ACDS and DOL data systems to enter, maintain, and retrieve data for all participants.

Assist counties in establishing and maintaining local ACDS councils and classes.

Assist with the review and revision of the curriculum, as needed. Assist with providing instructor training on the curriculum.

Visit, observe, and evaluate ACDS classes and instructors.

Assist with supervising instructors by approving timesheets and travel and engaging in regular communication.

Ensure class materials are printed and disseminated each semester.

Assist with maintaining local council resource boxes.

Support mentors through recruitment and training support. Assist with providing mentor trainings, updates, and meetings.

Assist with the implementation of the statewide registration and completion of all apprentices with DOL, ensuring Apprenticeship Standards are in place and being followed.

Assist with the processing and maintenance of all ACDS and DOL materials and records for apprentices, journeypersons, mentors, and instructors.

Prepare, code, and submit deposits for ACDS.

Prepare and code all requisitions and invoices.

Assist with updating and revising program documents, policies and procedures, internal procedures, and database modifications annually.

Other Duties

Establish contacts, build relationships and collaborate with stakeholders.

Assist with providing content for the quarterly ACDS newsletter.

Assist with the update and maintenance of the WV ACDS website and social media account(s).

Perform clerical support: typing, filing, scanning, shredding, etc.

Prepare and submit monthly report of activities to the ACDS Statewide Coordinator.

Develop and maintain up-to-date knowledge of the early care and education system in WV.

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

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

Attend and participate in monthly ACDS and WVECTCR staff meetings.

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Any other duties as assigned by the RVCDS Executive Director or WVECTCR Statewide Director.

Employee Signature

Printed Name

Date