

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:	WV State Training and Registry System (WV STARS) Specialist II – Distance Learning
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:	WV STARS Statewide Assistant Project Manager – Professional Development and Distance Learning, WV STARS Statewide Project Manager, WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Implement the registry and credentialing system and professional development components of WV STARS
Educational Requirements:	Bachelor’s degree from an accredited college or university in human services, or related field
Experiential Requirements:	Two (2) years of relevant professional experience preferred
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	Valid driver’s license and insurance. Possess personal vehicle. Occasional 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, written and presentation) with diverse audiences utilizing a variety of communication tools.

Able to travel occasionally; may require need for flexible scheduling, including occasional evening, weekend,

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and/or overnight hours. Have access to dependable transportation and personal credit card.

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 assist with the implementation of the WV STARS distance learning components, ensuring policies and procedures are being followed, including usage of quality control methods.

Assist with delivering statewide outreach (according to the WV STARS outreach plan), communication, program assistance, and technical support to the early childhood workforce, to promote and implement the WV STARS distance learning components, and the WV STARS system as a whole.

Respond to inquiries about the WV STARS distance learning components and the WV STARS system.

Participate in training to acquire and maintain knowledge on course authoring tools.

Utilize the WV STARS system to assist with publishing distance learning courses.

Assist with providing support and technical assistance to distance learning course builders and participants taking distance learning courses.

Assist with developing, building, and reviewing distance learning courses.

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Coordinate and implement surveys associated with distance learning initiatives.

Assist with utilizing the WV STARS data system to retrieve, analyze, and compile distance learning data for required reporting and as requested, which may include, but is not limited to: monthly statistical data; quarterly report data; and any other reporting data requested by funding partners.

Other Duties

Assist with drafting internal and external forms, policies, and procedures.

Assist with identifying areas of improvement and growth.

Establish contacts, build relationships and collaborate with stakeholders.

Facilitate virtual meetings/webinars, as needed.

Utilize established filing system and scanning system.

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

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

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 direct supervisor, 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 STARS Staff, the WVECTCR Assistant Statewide Director, and WVECTCR Statewide Director.

Attend and participate in monthly WV STARS and WVECTCR staff meetings.

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

Employee Signature

Printed Name

Date