

# 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>	Director-Major Grant
<b>Program:</b>	Connect Child Care Resource & Referral
<b>FLSA Class:</b>	Exempt
<b>Position Accountable to:</b>	Executive Director
<b>Position(s) Accountable for:</b>	All Resource & Referral Staff
<b>Purpose of Position:</b>	Serve as Director of Child Care Resource & Referral program overseeing operation of services.
<b>Educational Requirements:</b>	Master's Degree in early childhood, elementary education, special education, educational psychology, non- profit management, or child development preferred Bachelor's Degree in early childhood care and education, child development or human services accepted
<b>Experiential Requirements:</b>	Master's Degree experiential requirements: management position or leadership position in the field of early education Bachelor's Degree experiential requirements: at least 2 years of professional experience working with families and children, and experience in a management position or a leadership position in the field of early childhood
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Drivers License, Liability Insurance, and Acceptable Driving Record:</b>	Required
<b>Provisional Employment Period:</b>	6 months
<b>Pre-Employment Requirement:</b>	Must pass drug screening and have acceptable background check

<b>Capabilities/Skills:</b>
<p>Able to organize and be self-directed, work collaboratively and lead team environments, facilitate group activities and maintain high level of confidentiality.</p> <p>Reliable, responsible, respectful and dependable.</p> <p>Work effectively within a diverse environment.</p> <p>Possess and demonstrate excellent verbal and written communication and computer skills including knowledge of word processing and spreadsheet software.</p>

Able to evaluate and/or prepare financial and statistical reports in a timely manner.

Ability to apply critical thinking skills, use professional judgement, and utilize strong decision making skills.

Perform assignments efficiently and accurately with attention to details.

Mentor staff and early childhood community.

Be a supportive and productive role model for agency and program.

Must have an acceptable Criminal Investigation Background (CIB) check and Child Protective Services (CPS) check.

Must pass a drug screening before an employment offer is made.

Must be eligible to meet requirements of the WV STARS career pathway including becoming a WV STARS credentialed trainer.

Able to travel extensively and work flexible hours.

Have access to a dependable transportation and a personal credit card.

Adapt to flexible schedule as required; could include evening and weekend work.

Ability to lift reams of paper, case files and office furniture, etc. and/or unload vehicles, as needed or requested.

Ability to engage effectively with the public and community.

**Essential Responsibilities:**

**Agency**

Adhere to the National Association for the Education of Young Children (NAEYC) Code of Ethics.

Promote unity and teamwork within Connect Child Care Resource & Referral (Connect CCR&R) program and River Valley Child Development Services (RVCDS).

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow and promote agency philosophy and mission.

Follow all Agency policies and procedures.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

Submit other forms as requested in accordance with RVCDS policies and procedures.

Facilitate program operations according to the agency Management by Objectives benchmarks.

Plan and implement program budget with Director of Business and Finance. Prepare and submit monthly, quarterly and/or annual reports as required.

Submit purchasing requests and packing slips to the Purchasing Agent as needed.

Participate in monthly management team meetings and committee meetings as needed.

Oversee all program activities including planning and facilitating regular staff meetings.

### **Program**

Meet the expectations of the West Virginia Department of Health and Human Resources (WV DHHR) Bureau for Children and Families Division of Early Care and Education (ECE) Policy and Procedure Manual for Child Care Resource and Referral Services (Hereto referred to as the Policy and Procedure Manual).

Oversee the implementation of requirements of the Policy and Procedure manual developed by the West Virginia Department of Health and Human Resources.

Oversee the distributions of an annual grant funds for childcare providers; oversee processing, approve and/or denial of provider grants and sending appropriate requisitions to RVCDS.

Oversee the administration of the Certificate Subsidy Program.

Oversee the activities of the Professional Development Training Team.

Oversee and administer budget in accordance with the Policy and Procedure Manual and RVCDS policies and procedures.

Coordinate or lead others in accomplishing annual work plan activities to meet objectives.

Direct activities and evaluate work of staff to ensure that projects and services are of appropriate quality and that resources are used effectively.

Conduct monthly staff meetings.

Participate in quarterly statewide meetings.

Assist in preparing the grant renewal process each fiscal year.

Oversee fraud investigations.

Able to apply critical thinking skills, use professional judgement, and utilize strong decision-making skills.

Respond to needs of internal and external customers. Act as a liaison for the program between the program, the Department of Early Care and Education, the WV DHHR, WV DHHR County offices, the facility management, other programs within the agency, and all collaborative partners.

Frequent travel within an assigned region.

Any other duties assigned by the Executive Director.

### **Staff Supervision**

Conduct interviews, make recommendations for employment, train, supervise, evaluate and implement progressive disciplines needed in conjunction with Executive Director for staff positions for which accountable (see above); facilitate the development of the Individual Staff Development Plan.

Demonstrates conflict management skills.

Ability to apply critical thinking skills.

Assist with scheduling staff. Schedule management staff.

Review and/or approve bi-weekly payroll timesheets and leave forms and submit to RVCDS Payroll in accordance with RVCDS policies and procedures.

Approve monthly transportation and travel reimbursement requests and submit to RVCDS Payroll in accordance with RVCDS policies and procedures.

Approve overnight travel requests and reimbursement and submit to RVCDS Payroll in accordance with RVCDS policies and procedures.

Ensure all policies related to the West Virginia State Training and Registry System are adhered to by the staff. Ensure all staff are registered on the STARS Career Pathway or Registry, and that employee pathway renewals are processed as needed.

Oversee attendance at community outreach events as needed to represent the agency and program, to recruit new employees, and to recruit childcare providers.

Assess employee's abilities and be able to challenge employees to reach their highest potential.

Employee Name Printed: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_