

# 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>	Apprenticeship for Child Development Specialist (ACDS) Instructor
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	611 Seventh Avenue, Huntington, WV
<b>FLSA Classification:</b>	Non-exempt
<b>RVCDS Classification:</b>	Part-Time, 6 hours per week / 17 weeks per semester
<b>Provisional Employment Period:</b>	90 days
<b>Position(s) Accountable To:</b>	ACDS Specialist II, ACDS Statewide Coordinator, WVECTCR Assistant Statewide Director, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Instruct apprentices with current ACDS curriculum, according to ACDS policy and procedures
<b>Educational Requirements:</b>	Minimum bachelor's degree in early childhood education, or related field with emphasis in early childhood
<b>Experiential Requirements:</b>	Minimum one year classroom or supervisory experience with children ages birth through 12
<b>Additional Training Required:</b>	Fulfill required professional development for position
<b>Travel Requirements:</b>	Valid driver's license and insurance. Possess personal vehicle
<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 communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

Able to travel as required for position; have access to dependable transportation.

### **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 complete tasks with speed and accuracy.

Able to meet requirements of the WV STARS career pathway and WV STARS Professional Development Provider or Entity Approved Instructor.

Understand and explain child development and best practices.

Establish excellent presentation and facilitation skills for in-person and virtual teaching.

Able to manage discussions of controversial topics in a professional manner.

### **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**

Role model professional behavior in appearance, language, behavior, and manners.

Adhere to all ACDS policies and procedures for the implementation of the program.

Deliver ACDS Curriculum in accordance with, and as sanctioned, by ACDS.

Adhere to semester start and end dates.

Record student's completion in the WV STARS system.

Facilitate class weekly and reschedule any cancelled classes or provide a certified instructor as a substitute.

Be punctual with grading assignments and quizzes.

Return all resource materials in good condition to the designated Child Care Resource and Referral Agency.

Maintain apprentice files and documents and share with next semester instructor or return to local council representative.

Conduct site visits and complete required documentation, as applicable.

Accommodate individual learning differences; including special needs as reported by apprentices.

Communicate any changes to classroom schedule or location to supervisor.

Communicate class related concerns to supervisor.

Support apprentices with the registration process.

Assist apprentices in developing productive work habits and study skills.

#### **Other Duties**

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

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 program meetings as requested by ACDS Statewide Coordinator, WVECTCR Assistant Statewide Director, and WVECTCR Statewide Director.

Any other duties as assigned by the ACDS Statewide Coordinator, WVECTCR Assistant Statewide Director, and WVECTCR Statewide Director.

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**Employee Signature**

**Printed Name**

**Date**