

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 – Training
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 early childhood education, 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

Implement the WV STARS professional development components (PD providers, PD registration and tracking, PD calendar, and entities, as needed) ensuring policies and procedures are being followed, including usage of quality control methods.

Deliver 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 professional development components, and the WV STARS system as a whole.

Respond to inquiries about the WV STARS professional development components, and the WV STARS system.

Review, process, and complete data entry for professional development provider applications and documentation.

Utilize the data system to: review and process training registrations; set-up, monitor, and remove professional development provider permissions; set-up of entities; enter data relating to instructor forms and locations; and training modifications.

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Provide professional development provider orientation to new PD providers, and provide technical assistance/training for existing PD providers needing additional assistance.

Complete quality control reviews of the training calendar on an ongoing basis providing direction and feedback to PD providers on necessary changes.

Assist with utilizing the WV STARS data system to retrieve, analyze, and compile professional development 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 the review, processing, scanning, and completion of data entry for registry and credentialing applications and documentation.

Assist with the review, processing, and completion of data entry for documentation of completed professional development.

Establish contacts, build relationships and collaborate with stakeholders.

Maintain working knowledge of the database system in order to make recommendations for internal procedures and database modifications.

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