

# 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>	Early Childhood Quality Evaluator – Martinsburg
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	321-A Lutz Avenue Martinsburg, WV
<b>FLSA Classification:</b>	Non-exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	6 months
<b>Position(s) Accountable To:</b>	Supervisor – Early Childhood Quality Evaluators, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Conduct on-site early childhood assessments and compose written reports to support ongoing efforts to increase the quality of early care and education in WV
<b>Educational Requirements:</b>	Bachelor's degree from an accredited college or university in early childhood education, or closely related field
<b>Experiential Requirements:</b>	Three (3) years of relevant professional experience
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan Environmental Rating Scales (ECERS-3/ITERS-3/FCCERS/SACERS)
<b>Additional Required Certifications, Tests, Licenses:</b>	Reliability in all listed environmental rating scales
<b>Travel Requirements:</b>	Valid driver's license and insurance. Possess personal vehicle. Extensive statewide travel and occasional national travel.
<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 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.

Revised: 5/13/2020

Effective: 7/1/2020

Able to travel extensively; requires the need for flexible scheduling, including occasional evening, weekend, 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**

Achieve and retain reliability of at least 85% for ITTERS-3, ECERS-3, FCCERS, and SACERS, working with a team mentor for initial training or retraining.

Conduct on-site assessments of early childhood provider programs (child care centers, out of school time centers, child care facilities, and family child care providers) utilizing identified assessment tools, according to assessment plan, policies and procedures.

Conduct assessments (2-3 per week) within an identified regional caseload of early childhood provider programs, assisting with other regions as needed.

Utilize quality control methods to reduce errors.

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

Maintain a working knowledge of data software and technology equipment.

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Utilize provided technology equipment to record assessment data and sync with data system within a set timeframe.

Work collaboratively as a member of the comprehensive Early Childhood Quality Evaluator team.

Respond to supervisor feedback and questions on complete assessments.

Serve as state reliability anchor, if identified as state anchor, and conduct reliability checks of other Early Childhood Quality Evaluators.

#### **Other Duties**

Establish contacts, build relationships and collaborate with stakeholders.

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

Communicate and collaborate with Child Care Resource and Referral Agencies, Child Care Licensing and/or Regulatory staff, and WV Department of Health and Human Resources, Office of Early Care and Education, as needed.

Prepare and submit monthly report of activities to the Supervisor – Early Childhood Quality Evaluators.

Attend and participate on committees as assigned by the Supervisor – Early Childhood Quality Evaluators, WVECTCR Statewide Director, and/or RVCDS Executive Director.

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

Attend and participate in monthly Evaluator team and WVECTCR staff meetings.

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

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**Employee Signature**

**Printed Name**

**Date**