

# 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 Specialist – TRAILS
<b>Program:</b>	Connect Child Care Resource & Referral
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	Supervisor, Director – Connect CCR&R, Executive Director
<b>Position(s) Accountable for:</b>	N/A
<b>Purpose of Position:</b>	Provide on-site training and technical assistance and distribution of resources to child care providers and development of need based professional development opportunities
<b>Educational Requirements:</b>	Bachelor's degree in an Early Childhood/Child Development field or upon written request the WVDHHR ECE Division may approve an individual in a related field with at least 15 college credit hours in early childhood and one year relevant occupational experience
<b>Experiential Requirements:</b>	One year relevant occupational experience
<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 Period:</b>	Six months

### Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality and customer service.

Able to be reliable, responsible and dependable.

Possess excellent verbal, written communication and computer skills.

Able to travel extensively.

Ability to drive a large van.

Adapt to flexible schedule as required by occasional evening and weekend work.

Ability to follow directions.

Complete assignments efficiently and accurately with attention to details.

Must successfully pass a pre-employment drug screening.

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

Must be eligible to meet requirements of the STARS career pathway and obtain trainer credentials.

Ability to lift training equipment, shipments, deliveries, reams of paper, van equipment and resources.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload trucks, as needed or requested.

**Essential Responsibilities:**

**General**

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.

Have access to dependable transportation and personal credit card as needed for travel.

Complete ISDP requirements.

**Program**

Organize, register, and conduct professional development sessions in accordance with the Policy and Procedures Manual and the annual Professional Development Plan.

Link all professional development sessions to the WV Core Knowledge and Core Competencies.

Register professional development sessions quarterly with the WV Early Childhood Professional Development Calendar to meet the requirements of the Professional Development Plan.

Register all professional development sessions with the WV State Training and Registry System (STARS); document attendance at all sessions by using WV STARS sign in sheets and return them to WV STARS; distribute WV STARS certificates upon completion of sessions.

Offer technical assistance to all new and existing providers; assist providers in problem solving through individual consultation as well as by connecting providers to community resources.

Offer information and professional development to providers on curricula, assist interested providers with implementation and expanded use of curricula by child care providers.

Provide technical assistance to early childhood providers in their enrollment of children with special needs and in regards to relevant state and federal regulations and policies for young children with special needs.

Develop and provide needs based learning opportunities for all early childhood providers related to early childhood development, both on site and in the community.

Develop technical assistance materials for child care providers related to early childhood development.

Assist child care providers with set up of developmentally appropriate child care program.

Maintain resource materials and supplies on TRAILS van and update as needed; assist in keeping TRAILS resources organized, clean and sanitized in the appropriate storage areas.

Maintain computerized inventory of TRAILS resources and supplies.

Coach/mentor providers of children age birth through 12 as well as providing developmentally appropriate resource materials and professional development resources for providers.

Share driving responsibilities of the TRAILS van with the TRAILS Associate.

Provide ongoing maintenance of the TRAILS van.

Coordinate scheduling of appointments with child care providers for TRAILS van visits.

Implement outreach effort to ensure providers throughout the service delivery region are aware of the service.

Participate in CCR&R efforts to recruit child care providers through outreach at community events and sites and support other recruitment efforts of the agency.

Participate on the CCR&R early childhood team and implement all early childhood team responsibilities.

Participate on state level efforts to develop a variety of modules to provide professional development through the TRAILS van program.

Work cooperatively with Child Care Regulatory Specialists, providers, QRIS Staff and Division of Early Care and Education staff to identify professional development needs and arrange specialized professional development opportunities to address the needs.

Utilize available technology such as the internet and PowerPoint presentations to support professional development delivery.

Conducts needs assessments on a regular basis and develop a plan for follow up support for providers.

Provide support to the Family Child Care Association as needed.

Submit an article for the quarterly newsletter.

Submit for approval specific budget requests for materials, supplies and training resource materials to the supervisor in a timely manner.

Build rapport and develop constructive and cooperative working relationships with providers

Participate on committees and attend meetings relevant to program/projects as requested.

Any other duties assigned by the Executive Director, Director – Connect CCR&R, Supervisor.

**Job Duties:**

Prepare and submit bi-weekly timesheets on time and accurately.

Prepare and submit leave request forms if needed on time and accurately.

Prepare and submit travel request forms if needed.

Submit an article for the quarterly newsletter.

Attend monthly meetings with the professional development unit.

Attend monthly staff meetings.

Maintain and submit monthly and quarterly training statistics.

Maintain a file on each professional development topic delivered.

Attend quarterly meetings/professional development coordinated by WVECTCR and the Division of Early Care and Education.

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

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

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