

# 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>	WV Early Intervention Interagency Coordinating Council (WVEIICC) Statewide Coordinator
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	99 Edmiston Way, Buckhannon, 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>	WVECTCR Assistant Statewide Director, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Ensure operation of the WVEIICC is in accordance with federal regulations. Serve as a liaison between WVECTCR and WV Birth to Three state staff and program. Serve as a statewide Lead Trainer for the WV Birth to Three Program.
<b>Educational Requirements:</b>	Bachelor's degree from an accredited college or university in special education; master's degree preferred
<b>Experiential Requirements:</b>	Five (5) years of experience in early intervention services
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<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 planning, implementation and evaluation skills.

Able to utilize effective leadership skills.

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

Able to travel frequently; 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**

Ensure operation of the WVEIICC is in accordance with federal regulations.

Work collaboratively with the Training and Technical Assistance Statewide Coordinator to coordinate and implement WVEIICC quarterly meetings and annual retreat.

Serve as a liaison between WV Birth to Three state staff and the WVEIICC.

Communicate WVEIICC priorities with a wide variety of audiences including families, higher education representatives, state agencies, local providers, and others through presentations and written materials.

Develop WVEIICC meeting agendas in coordination with the Council Chairperson and lead agency, WV Birth to Three staff.

Ensure WVEIICC meeting minutes and other council materials are created, mailed, posted, as needed.

Provide leadership and direction for the WVEIICC Task Groups. Develop and coordinate a process for the WVEIICC Task Groups to communicate between meetings. Support the work of the Task Groups.

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Assist with facilitation of WVEIICC Task Groups related to development, implementation, and evaluation of WV Birth to Three State Systemic Improvement Plan components.

Communicate and coordinate project with personnel of the Office of Maternal, Child, and Family Health.

Complete research, gather data, and compile resources, as needed.

Provide Lead Trainer activities for the WV Birth to Three system.

Facilitate WV Birth to Three PD team meetings.

Coordinate development of the quarterly WV Birth to Three training schedule: Coordinate training topic, trainer, scheduling, and hosting of webinars, as needed. Provide training in the WV Birth to Three core curriculum as scheduled.

Assist in the design, implementation, and coordination of training development and revisions: develop and maintain presentation modules; develop, maintain, and facilitate articulate coursework. Provide support to WV Birth to Three team members in the development and revision of training content.

Coordinate work of the WV Birth to Three Online PD Team with WV STARS Assistant Project Manager – Professional Development and Distance Learning.

Promote collaboration and coordination among WV Birth to Three sponsored trainings with WV STARS and other early childhood training efforts.

Register all professional development trainings with WV STARS, following WV STARS policy and procedures for WV STARS trainers and training registration.

Provide facilitation of mentoring strategies for WV Birth to Three enrolled practitioners.

### **Other Duties**

Serve as a representative of the WVEIICC in state and/or national meetings, as requested by the council.

Oversee the WVEIICC website and social media account(s).

Represent WV Birth to Three at training events and meetings, presenting as necessary.

Prepare and submit monthly statistical report to the WVECTCR Assistant Statewide Director and a quarterly report to the WVECTCR Statewide Director.

Attend local, state, or national meetings/events/conferences for training and/or to exhibit or provide information on WVEIICC and/or WV BTT.

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

Attend and participate in monthly WVECTCR staff meetings and quarterly meetings with the WVECTCR Assistant Statewide Director.

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Attend and participate on committees as assigned by supervisor.

Any other duties as assigned by the RVCDS Executive Director, WVECTCR Assistant Statewide Director and/or WVECTCR Statewide Director.

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**Employee Signature**

**Printed Name**

**Date**