

# 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
<b>Program:</b>	Link Child Care Resource & Referral
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	Supervisor, Director – Link CCR&R, Executive Director
<b>Position(s) Accountable for:</b>	N/A
<b>Purpose of Position:</b>	Organize and conduct Professional Development sessions according to the Policy and Procedure Manual and annual Professional Development Plan
<b>Educational Requirements:</b>	A master's degree in early childhood, elementary education, special education, educational psychology or child development preferred. A bachelor's degree in early childhood, elementary education, special education or child development accepted.
<b>Experiential Requirements:</b>	One year relevant occupational experience preferred
<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 Employment Period:</b>	6 months

### Capabilities/Skills:

Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.

Reliable, responsible, respectful, and dependable.

Possess and demonstrate excellent verbal and written communication and computer skills.

Show attention to detail and work efficiently and accurately.

Must be eligible to meet requirements of the STARS career pathway including becoming a STARS credentialed trainer.

Able to travel extensively and work flexible hours.

Have access to a dependable transportation and a personal credit card.

May need to be able to lift wheelie carts, training equipment, shipments, deliveries, reams of paper, equipment, and resources.

May also need to be able to move file cabinets, desks, book cases, etc. and/or unload vehicles as needed or requested.

Ability to engage effectively with the public and community.

**Essential Responsibilities:**

**Agency**

Adhere to the National Association for the Education of Young Children (NAEYC) Code of Ethics.

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow all agency policies and procedures and promote agency philosophy and mission.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

Submit all forms as requested in accordance with RVCDS policies and procedures.

**Program**

Participate in required meetings including but not limited to, staff meetings, unit meetings and quarterly ECS meetings.

Attend a regional or national level conference, training institute or higher education classes related to job, if possible, at least every two (2) years.

Maintain and submit monthly and quarterly training statistics.

Complete RODCA reports.

Participate on committees relevant to the program/projects as requested.

Convene or participate in an interdisciplinary team as requested.

Complete relevant Environmental Rating Scale training(s); Integrate professional development opportunities on the Environmental Rating Scales.

Develop and provide needs-based and/or state mandated learning opportunities for all early childhood providers based upon Developmentally Appropriate Practice.

Provide professional development and technical assistance to early childhood providers in

a variety of settings via general community trainings, site-specific trainings, site-specific technical assistance and professional development training modules, based upon Developmentally Appropriate Practice.

Provide Mind in the Making and Early Learning Standards Frameworks modules per Division of Early Care and Education guidelines outlined in the CCR&R Policy and Procedure Manual.

Provide training and technical assistance to school-age population.

Provide formal, long-term on-site technical assistance, short-term, on-site technical assistance, informal, telephone or email base technical assistance per Division of Early Care and Education guidelines outlined in the CCR&R Policy and Procedure Manual.

Link all professional development sessions to the WV Core Knowledge and Competencies and the WV Early Learning Standards Framework for ages birth through five.

Work cooperatively with regional child care regulatory specialists, licensing specialists, providers, and Division of Early Care & Education staff to identify professional development needs and arrange specific professional development opportunities to address these needs.

Maintain a file on each professional development topic delivered with an outline, content, and handouts.

Build and maintain rapport, develop and maintain constructive and cooperative working relationships with providers.

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

Provide information to providers on regulatory or licensing requirements and assist providers in complying with the health and safety requirements; refer questions on interpretation of regulations to appropriate regulatory or licensing staff.

Utilize available technology to support professional development delivery.

Submit for approval all specific budget requests for materials, supplies and training resource materials.

Support initiation and continuation of provider networks and associations to improve quality of care.

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

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

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