

# 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>	Assistant Director/PD Supervisor
<b>Program:</b>	Choices Child Care Resource & Referral
<b>FLSA Class:</b>	Exempt
<b>Position Accountable to:</b>	Director - Choices CCR&R, Executive Director
<b>Position(s) Accountable for:</b>	Behavior Consultants, Early Childhood Specialists, Infant Toddler Specialists, TRAILS Early Childhood Specialist, TRAILS Associate, Quality Improvement Specialist and Provider Support Specialist
<b>Purpose of Position:</b>	Supervise staff to ensure compliance with the Policy and Procedure Manual and Child Care Policy
<b>Educational Requirements:</b>	Bachelor's degree in child development, early care and education, human services or a related field: social work, sociology, psychology, counseling or interpersonal communications
<b>Experiential Requirements:</b>	Two years of experience in early childhood and experience in a management position or a leadership position in the field of early childhood
<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>	Six months
<b>Pre-Employment Requirement</b>	Must pass drug screening and have acceptable background check

<b>Capabilities/Skills:</b>
<p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Able to be reliable, responsible and dependable.</p> <p>Possess excellent verbal, written communication and computer skills.</p> <p>Ability to engage effectively with the public and community.</p> <p>Able to travel extensively and work flexible hours.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.</p>

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.

Ability to adapt, troubleshoot and present solutions in a fluid work environment.

Perform assignments efficiently and accurately with attention to details.

Mentor staff and early childhood community.

Be a supportive and productive role model for agency and program.

**Essential Responsibilities:**

**Agency**

Adhere to NAEYC Code of Ethics

Follow all agency policies and procedures.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Work effectively within a diverse environment.

Keep program director informed on all relevant matters.

Facilitate program operations according to the agency Management by Objectives benchmarks.

Assist Director in budget planning and implementation.

Oversee all program activities in Parkersburg office.

Participate in monthly management team meetings and committee meetings as needed.

Have access to dependable transportation and personal credit card.

**Staff Supervision**

Supervise and implement progressive discipline as needed in conjunction with program director for staff positions for which accountable (see above); facilitate the development of the *Individual Staff Development Plan*.

Schedule staff and approve bi-weekly payroll time reports and leave forms; monitor staff

attendance via travel forms and timesheets.

Complete performance evaluations on each staff member in unit and recommend actions such as selecting, removing, advancing in pay, or promoting subordinate employees to the director.

Assist program director in the recruitment and training of training unit staff, and recommend personnel actions for the program.

Oversee the orientation and training of new training staff.

Assure all staff in unit is meeting expectations of the Policy and Procedure Manual and Child Care Policy.

Plan and facilitate professional development team meetings.

Demonstrates conflict management skills.

Ability to apply critical thinking skills.

### **Program**

Perform day-to-day administrative tasks such as maintaining information files and processing paperwork.

Oversee all program activities and grant requirements related to both the Policy and Procedure Manual and individual Quality Assurance Plan related to the training unit.

Assist with facilitating specific program budgets (i.e. Infant Toddler funds) and allocations of funds for staff, supplies, materials, and equipment, and ensure authorization of purchases and approval of expenditures by the program director.

Act as a liaison between the training unit and other administrative staff.

Ensure all policies related to the West Virginia State Training And Registry System are adhered to by training staff.

Design and distribute quarterly newsletter.

Respond to any inquiry and return messages within 3 business days.

Participate in quarterly statewide meetings as needed.

Participate on committees relevant to program/projects as requested.

Any other duties as assigned by the Executive Director and Director - Choices CCR&R.

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