

# 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>	Infant/Toddler 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 the West Virginia Infant Toddler Professional Development Program (WVIT I & II PDP) for caregivers and administrators, and other trainings as designated and offer Technical Assistance
<b>Educational Requirements:</b>	A master's degree in early childhood, developmental psychology, education psychology or child development and one year of professional experience working with infants and toddlers preferred. A bachelor's degree in early childhood, developmental psychology or child development and one year of professional experience working with infants accepted.
<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 Employment Period:</b>	6 months
<b>Pre-Employment Requirement:</b>	Must pass drug screening and have acceptable background check

<b>Capabilities/Skills:</b>
<p>Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.</p> <p>Reliable, responsible, respectful and dependable.</p> <p>Possess and demonstrate excellent verbal and written communication and computer skills</p> <p>Show attention to detail and work efficiently and accurately.</p> <p>Must be eligible to meet requirements of the STARS career pathway including becoming a STARS credentialed trainer.</p>

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 and promote agency philosophy and mission.

Follow all Agency policies and procedures.

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 ITSN meetings and retreats.

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.

Complete initial online training for Infant/Toddler Environment Rating Scale – Revised (ITERS-R) within first six (6) months of employment.

Be trained and/or mentored per policy and procedures manual to present West Virginia Infant/Toddler Professional Development Program (WVIT I).

Become fully certified in the Program for Infant/Toddler (PITC) with timeline for completion per policy and procedures prior to presenting WVIT- Relationship-Based Care (WVIT II).

Implement WVIT PDP per established policies and procedures including but not limited to: caregiver and administrative modules, TACITS, implementation of the performance measurement system and resource process.

Identify areas of need for WVIT PDP and establish accessible geographic locations and instruction times to meet providers' and administrators' needs to ensure that WVIT PDP is offered according to ECE guidelines regarding frequency for WVIT I and WVIT II.

Implement WVIT PDP Modules for Administrators as needed to build regional capacity of administrators having completed the modules.

Implement WVIT PDP Caregiver modules and Technical Assistance for Caregivers of Infant and Toddlers (TACIT).

Conduct outreach efforts in relation to the WVIT PDP.

Develop, organize, register, and conduct professional development sessions according to the Policy and Procedure Manual.

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

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

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

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

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 support professional development delivery.

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

Complete process for West Virginia Infant/Toddler Mental Health Credential within one (1) year of PITC certification.

Participate on committees relevant to program/projects as requested.

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

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

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