

# 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 State Training and Registry System (WV STARS) Specialist II - Training
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	611 Seventh Avenue, Huntington, WV
<b>FSLA 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>	WV STARS Statewide Project Manager, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Implement the registry and credentialing system, trainer and training components of WV STARS
<b>Educational Requirements:</b>	Bachelor's degree from an accredited college or university in early childhood education, or related field
<b>Experiential Requirements:</b>	Two (2) years of relevant professional 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>Additional Required Certifications, Tests, Licenses:</b>	N/A

### Capabilities and Skills

Work independently and collaboratively in team environments while maintaining high level of confidentiality.

Reliable, responsible, and dependable.

Effective time management and attention to detail.

Work effectively within a diverse environment.

Demonstrates conflict management skills.

Engage effectively with the public and community.

Provide professional customer service.

Possess excellent verbal and written communication skills.

Possess excellent computer skills, including, but not limited to, Microsoft Office.

Possess excellent leadership skills to mentor staff.  
Able to complete data entry with speed and accuracy.

Able to lift various items: boxes, paper, supplies, etc.

Able to travel occasionally; may require need for flexible scheduling, including occasional evening, weekend, and/or overnight hours. Have access to dependable transportation and personal credit card.

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

Must be eligible to meet requirements of the WV STARS career pathway.

### **Essential Responsibilities**

#### **Agency**

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.

#### **Program**

Assist with the review, processing, scanning, and completion of data entry for registry and credentialing applications and documentation.

Assist with the review, processing, and completion of data entry for documentation of completed professional development.

Review and process training registrations.

Review, process, and complete data entry for trainer approval applications and documentation.

Monitors permissions of trainers and removes permissions upon non-renewal of credential.

Complete electronic and written correspondence with registry participants and approved trainers.

Provide trainer orientation to new trainers, and provide technical assistance/training for existing trainers needing additional assistance.

Complete quality control reviews of the Training Calendar on an ongoing basis providing direction and feedback to trainers on necessary changes.

Completes data entry of all location and instructor forms.

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Effective: 7/1/2018

Assists in the setup of entities in the data system including permissions and training modifications.

Work collaboratively as a member of the comprehensive WV STARS team, and maintain knowledge of all aspects of WV STARS.

Make recommendations for internal procedures and database modifications.

Coordinate and utilize established filing system and scanning system.

Complete all tasks while adhering to WV STARS policies and procedures.

Maintain working knowledge of database system.

Utilize quality control methods to reduce errors.

Attend local, state, or national meetings/events/conferences for training or to provide information on WV STARS.

Develop and update internal and external program documents.

Participate as a state member of The National Workforce Registry Alliance.

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

Attend and participate in monthly WV STARS and WVECTCR staff meetings.

Attend and participate on committees as assigned by supervisor.

Any other duties as assigned by the RVCDS Executive Director, WVECTCR Statewide Director, or WV STARS Statewide Project Manager.

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**Employee Signature**

**Printed Name**

**Date**