



River Valley Child Development Services

A leader in providing high quality early childhood care and education services for children, families, and communities.

Apprenticeship for Child Development Specialist
Local Council Representative Job Description

Position:	Apprenticeship for Child Development Specialist (ACDS) Local Council Representative
Program:	Apprenticeship for Child Development Specialist (ACDS)
Class:	Contractual
Position Accountable To:	ACDS Statewide Coordinator
Purpose of Position:	Oversee the establishment and duties of ACDS local council, according to ACDS policy and procedures
Educational Requirement:	Minimum ACDS journey person

Capabilities and Skills

- Demonstrate the ability to work independently
- Demonstrate effective organizational and time management skills
- Demonstrate conflict management and resolution skills
- Demonstrate capability of managing discussions of controversial topics in a professional manner
- Demonstrate excellent verbal and written communication skills
- Ability to navigate virtual learning platforms both as participant and facilitator
- Ability to foster professional adult relationships
- Maintain confidentiality with apprentice information, documentation, discussions, and any information shared with the understanding of confidentiality
- Ability to travel and attend quarterly Executive Council meetings

Essential Responsibilities

- Adhere to the NAEYC Ethical Code of Conduct
- Role model professional behavior in appearance, language, behavior, and manners

- Assist with the distribution and care of resources and printed materials
- Assist with the recruitment of apprentices, instructors, and local council members
- Do not disseminate, copy, or use ACDS curriculum or training materials for any other purpose other than teaching ACDS classes
- Support and adhere to all ACDS policies and procedures for local councils
- Communicate class related concerns and issues with local council and/or ACDS Statewide Coordinator
- Communicate any changes to classroom schedule to ACDS Statewide Coordinator prior to changes occurring
- Facilitate local council meetings a minimum of twice a year and submit meeting minutes to the ACDS Statewide Coordinator
- Maintain apprentice files and documents as needed
- Submit instructional plans each semester to the ACDS Statewide Coordinator or ACDS Specialist by the submission dates
- Participate in at least two of the four quarterly scheduled conference calls and/or Go-To-Meetings with ACDS Statewide Coordinator
- Attend at least three of the four scheduled Executive Council meetings
- Share information, documentation and resources with local council members and instructors
- Adhere to the ACDS Positive Resolution process
- Submit for mini grants as needed and follow all application and summary procedures
- Ensure portfolio reviews and instructor evaluations are completed each semester
- Confirm that graduation takes place for each 4th semester class

Printed name

Signature

Date

The job description should be read, signed, and submitted yearly.

<p>Return to: ACDS Statewide Project Manager 611 7th Avenue, Suite 208 Huntington, WV 25701 Fax: 304-697-6613 Email: wvacds@rvcds.org</p>



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