



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

Mentor Job Description

Position:	Apprenticeship for Child Development Specialist (ACDS) Mentor
Program:	Apprenticeship for Child Development Specialist (ACDS)
Class:	Contractual
Position Accountable To:	ACDS Statewide Coordinator
Purpose of Position:	Support students without director supervisors as they participate in the program
Educational Requirement:	ACDS journey person; or minimum bachelor's degree in early childhood education, or related field with emphasis in early childhood
Experiential Requirement:	Experience in early childhood classroom preferred
Additional Training Required:	ACDS Mentor training
Additional Required Certifications, Tests, Licenses:	None required

Capabilities and Skills

- Demonstrate excellent knowledge of child development and best practices
- Demonstrate the ability to work independently
- Demonstrate effective organizational and time management skills
- Demonstrate ability to work respectfully and nonjudgmentally
- 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 foster professional adult relationships
- Maintain confidentiality with mentee information, documentation, classroom discussions, and any information shared with the understanding of confidentiality
- Ability to travel locally

Essential Responsibilities

- Adhere to the NAEYC Ethical Code of Conduct
- Role model professional behavior in appearance, language, behavior, and manners
- Support and adhere to all ACDS policies for apprentices
- Support and adhere to all ACDS policies for mentors; including submission of required documentation
- Meet with mentee a minimum of two hours each month and document details of the visit
- Visit the mentee's ACDS class at least once per semester
- Be punctual with returning documents to mentee
- Maintain a mentee file with copies of required documents; OJT logs, contact forms, evaluations, DOL registration, mentee contact information, signed visitation agreement and mentee document form
- Assist and encourage apprentices with developing productive work habits and study skills
- Complete supervisor evaluations each semester
- Verify and sign monthly OJT logs
- Communicate concerns and issues, including missed visits, with ACDS Statewide Coordinator

Printed name

Signature

Date

The job description should be read, signed, and submitted each semester with service agreement.

Return to:
ACDS Statewide Coordinator
611 7th Avenue, Suite 208
Huntington, WV 25701
Fax: 304-697-6613
Email: wvacds@rvcds.org



This program is being presented with financial assistance as a grant from the West Virginia Department of Health and Human Resources and is administered by West Virginia Early Childhood Training Connections and Resources, a program of River Valley Child Development Services.

Revised 2018