



WVU Child Learning Center

201 Laurel Street Morgantown, WV 26505

(304)293-4866

Diare Rudash, Director

Key Duties: *Daily Operations & Program Compliance; Client, Parent & Faculty Relations; Fiscal Management; Marketing management and Community Partnerships*



- Payroll/Benefits
- Recruitment/Hiring
- Maintaining State/NAEYC Standards
- Liaison for State Licensing regulator
- Liaison for Health Department regulator
- Liaison for Fire Marshall regulator
- Liaison for WVU Environmental Health & Safety
- Support Client Goals
- Client Contractual Compliance
- WVU Departmental Coordination
- Community Partnerships
- Emergency Preparedness
- Annual Calendar for Upper Management
- Annual Calendar for Center Operations
- Organizational Charts/setup
- Management Team Meetings
- JPA Upper Management
- Marketing Events/Delegations
- Language of Joy Cofounder & Events Coordinator
- Supply manager
- Budget manager
- Staff Professional Development Scheduler
- Recognition Events
- Faculty File Compliance

Amy Cook, Assistant Director

Key Duties: *Program Initiatives; Enrollment/Transitions; Family Partnerships; Staff Professional Development; Leadership/Team Building; Classroom Support Management*



- Programming to support state regulations/BH values, philosophies, policies, and maintain NAEYC accreditation
- Program-wide PBIS/Positive Guidance Facilitator
- Enrollment/ Internal Child Transitions
- Practicum Student Coordinator
- Staff Professional Development Trainer & Training Agenda Coordinator
- Family Partnerships
- Center-wide Family Newsletter/Weekly Memo
- New Staff Orientation Coordinator
- Language of Joy Cofounder & Events Coordinator
- Coordinator of Center Events (Ex. Curriculum Night, "Mud" Day, Family Program Lunch and Learns)
- Summer Program Orientation
- Infant Tours/Family Intakes
- Classroom Support Planning Facilitator
- Early Intervention Referrals
- Assist in Director's Primary Responsibilities

Stephanie Gold, Education Coordinator



Key Duties: *Preschool and Older Toddler Classroom Teacher and Environment Support; Curriculum Support; Scheduling; Staff Communication*

- Older Toddler and Preschool in classroom observations and feedback
- Lesson plan feedback
- Teaching Strategies Gold training and support
- NAEYC Classroom Portfolio support
- Classroom Environment support
- Classroom Family communication support
- Primary caregiver training and New Staff Orientation support
- Bi-weekly Staff Newsletter
- Staff Schedules
- Preschool Preview Event Coordinator
- Art Auction Organizer
- Bi-annual Center Art Orders
- Older Toddler and Preschool tours and new family intakes
- Language of Joy Cofounder and Event Coordinator
- JPA Staff Ratings

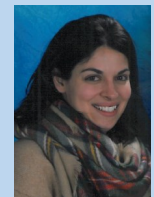
Heather Poling, Education Coordinator



Key Duties: *Infant and Mobile Infant Classroom Teacher and Environment Support; Curriculum Support; CACFP*

- Infant and Mobile Infant in classroom observations and feedback
- Lesson plan feedback
- Teaching Strategies Gold support
- NAEYC Classroom Portfolio support
- Classroom Environment support
- Classroom Family communication support
- Primary caregiver training and New Staff Orientation support
- CACFP Liaison
- Scholastic Book Fair and monthly Scholastic orders
- Mobile Infant tours and new family intakes
- Language of Joy Event Coordinator
- JPA Staff Ratings

Kacey Friend, Administrative Assistant



Key Duties: *Front Desk Support, Billing*

- Tuition billing, accounts payable and receivable
- Child file maintenance
- Summer Program enrollment and paperwork
- Client work orders
- Child Care Resource Center Liaison
- New Hire paperwork
- Weekly schedule maintenance
- Center communication support