



OPEN: 7/01/16
OPEN UNTIL FILLED

EXEMPT X
NON-EXEMPT

The Klamath Tribes

JOB DESCRIPTION

POSITION: **Early Childhood Development Center Supervisor**

RESPONSIBLE TO: **Education and Employment Director (ANA Project Director)**

SALARY: GS-9 \$40,945 - \$53,238 Annual/Full Benefits
GS-10 \$45,676 - \$58,623 Annual/ Full Benefits
GS-11 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

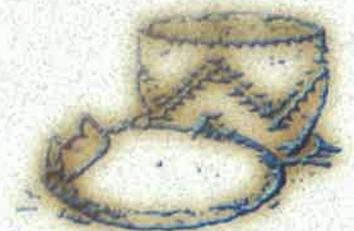
CLASSIFICATION: Professional/Management, Regular, Full-Time

LOCATION: **Early Childhood Development Center**
318 Chiloquin Blvd.
Chiloquin, Oregon 97624

INTRODUCTION

This person is responsible for the overall management and administrative functions of the Early Childhood Development Center and CCDF program. This includes the planning and oversight of this program and facilitating work with the Parent Advisory Committee. The employee will provide direction in the Center's development of annual budgets(s), new program/services, contract compliance, implementing policies, and establishing goals and objectives.

This position is located Early Childhood Development Center.



MAJOR DUTIES AND RESPONSIBILITIES

1. Establishes program philosophy plans, policies, and academic codes for ethics to maintain educational standards for student screening, placement, and training.
2. Reviews, interprets government codes, and develops policy and procedure standards to ensure facility safety, security, and maintenance.
3. Ensure that tribal funds, fees and any other departmental accounts are properly secured and managed in accordance with tribal and federal policies and procedures.
4. Exercise a full range of supervisory duties for Center staff and activities. Performs overall work plans, establishes work schedules and priorities, approves leave, assigns and reviews work. Personally discusses, with appropriate staff members, the progress of the work and problem areas as they arise. Recommends employee status and other personnel changes in relationship to performance evaluations. Identifies training needs and ensures that training opportunities are provided to Center staff. Resolves complaints or minor grievances and advises employees on matters related to less than adequate performance. Keep employees informed of management policy and goals.
5. Conducts planning and administration for Center programs and functions, including but not limited to budget preparation, reporting, regulation compliance, and monitoring funds. Allocates funds for staff, supplies, materials and equipment, and authorizes purchases. This will include the development and maintenance of the Center's facilities to ensure applicable licensing and standards are addressed.
6. Determines scope of educational program offerings, and prepares draft course schedules and descriptions to estimate staffing and facility requirements. Review and obtain approval of overall plans and administrative compliance with approved work plans and policies of the Center's Parent Advisory Committee.
7. Collects and analyzes survey data, regulatory information, demographic, and employment trends to forecast enrollment patterns and curriculum changes.
8. Directs and coordinates activities of the teachers at the daycare center.
9. Organize and direct committees of specialists, staff, and parents to provide technical and advisory assistance for programs.
10. Confers with parents, students, and staff to discuss and/or provide guidance regarding educational activities, policies, and student behavior/learning issues.
11. Networks in a positive manner with appropriate committees, community, agencies, and resources connected with early childhood development.

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12. Keeps Education and Employment Director informed of issues and/or priorities that may affect the rights, interests, or opportunities of the Tribes. Provide monthly and/or quarterly reports as directed.
13. May on occasion teach classes to students in absence of classroom teacher.
14. In accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005-003, all Tribal staff are considered a Mandatory Reporter.
15. In addition to the Tribal Juvenile Ordinance and General Council Resolution, the Oregon Revised Statutes (ORS) 419B.010 identifies this position as having the duty to report child abuse.
16. Other duties as assigned.

SUPERVISORY CONTROLS

The Education and Employment Director outlines the overall Tribal and/or program objectives and priorities, time limits, and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems, and completes work using own initiative, exercising judgment according to previous training, experience, and instructions.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies, and procedures.

This position directly supervises the Early Childhood Development Center staff.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge and understanding of the Klamath Tribes organization, functions, policies, goals, priorities, and operating programs.

Considerable knowledge of research-based theories, practices, and principles as they apply to early childhood education curriculum and practices to include the measurement of training effects.

Considerable knowledge of principles and processes for providing customer and personal services; including customer needs assessments, meeting quality standards for services, and evaluating customer satisfaction.

Knowledge of business and management principles involved in strategic planning, resource

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allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Knowledge of relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people, data, property, and facility.

Knowledge of laws, legal codes, government (Tribal, state, federal) regulations, executive orders, and agency rules as they pertain to early childhood centers.

Ability to work cooperatively, in a positive manner, with Tribal and non-Tribal children, parents, staff, outside community members, and tribal employees of all programs that may come in contact with the facility.

Ability to monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action.

Ability to motivate, develop, and direct people as they work, identifying the best people for the job.

Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.

Ability to understand and interpreting complex written materials in work related documents.

Ability to communicate information and ideas orally and in writing for a variety of staff, parents, and students.

Ability to communicate information and ideas in writing so others will understand.

Ability to read and understand information and ideas presented in writing.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- BA/BS Degree in Early Childhood or General Education, **REQUIRED**. Master's Degree, preferred. (*Copy of degree or transcripts must be submitted with application, if you want it to be considered.*)
- Three (3) years of progressively responsible experience in an administrative capacity of an early childhood facility, **REQUIRED**.
- Demonstrated experience and skills operating within a multicultural early educational environment, **REQUIRED**. Positive working experience with Native Americans in a related field, preferred.

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- Two (2) years of full range supervisory experience, **REQUIRED**.
- Two (2) years of budgeting experience, **REQUIRED**.
- Must submit to and clear an alcohol/drug screen test, **REQUIRED**. (*Employment will be contingent upon clearing the required alcohol/drug screening test.*)
- Must possess and maintain a valid Oregon Driver's License, have a good driving record and be insurable by the Klamath Tribes, **REQUIRED**. (*Copy of valid ODL must be submitted with application.*)
- Must submit to and clear a criminal records background check, **REQUIRED**. (*Employment will be contingent upon clearing the required criminal records background check.*)
- Indian Preference will apply. (*Must submit proof of Indian Preference with application.*)

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Revised: 05/2016

APPLICATION PROCEDURES

Submit a Tribal *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes
Attn: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e. submission of a resume in lieu of a Tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applications who present proof of eligibility for Indian Preference.

Applications will not be returned.