



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

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OPEN: 08/30/19
CLOSE: 09/13/19

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: ECDC PROGRAM MANAGER

RESPONSIBLE TO: General Manager

SALARY: GS-09 \$41,763 – 54,303 Annual/Full Benefits
GS-10 \$46,590 – 59,795 Annual/Full Benefits
GS-11 Full Benefits (requires 10+ years of tribal service)

CLASSIFICATION: Management, Regular, Full-Time

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

BACKGROUND: P.L. 101-630 child care level

POSITION OBJECTIVES

This position is responsible for the overall management of the Early Childhood Development Center and Child Care Development Fund program. The incumbent will ensure compliance with all applicable regulations, provide recommendations for the operational budgets, new programs or services, develop policies, and establish goals and objectives.

MAJOR DUTIES AND RESPONSIBILITIES

1. Establish program philosophy, academic expectations, code of ethics, professional responsibility for teaching staff, and the roles and responsibilities of all Center staff.
2. Review and interpret government codes as they apply to the center, and develop policy and procedures to ensure facility safety, security, and maintenance is in compliance with codes.

3. Establish and implement goals, objectives, and performance standards for the Early Head Start Child Care Partnership (EHS-CCP) and maintain Tribal Certification. Keep employees informed of all policies and goals.
4. Responsible for planning and administration of Center programs and functions, including but not limited to budget preparation, reporting, regulation compliance, and monitoring funds. Ensure applicable licensing and standards are addressed.
5. Develop and monitor the integrated work plans, policies and procedures, and the Center Family Handbook to ensure that performance standards are met, and all applicable Federal and Tribal rules and regulations are being followed.
6. Exercise a full range of supervisory duties for Center staff; including but not limited to, setting work schedules, priorities, and leave approval to ensure adequate staffing of Center. Ensure grant funded positions are meeting the grant requirements.
7. Provide direct oversight of the ECDC Teachers. Review weekly lesson plans, to ensure the lesson plans include a schedule of daily activities which integrates child health & safety, nutrition, early childhood development (including teacher directed and child directed classroom activities and indoor/outdoor activities), child mental health, and family and community partnership to ensure the developmental needs of the individual children are met. Plans must identify the role of the Teacher Assistant and the expected support they are to provide for each activity, i.e. direct assistance, make copies, clean up, etc.
8. Provide direct oversight to the Office Manager to ensure that administrative functions are completed in accordance with Tribal and program rules and regulations.
9. Provide direct oversight to the Kitchen Assistant to ensure that the daily meals, snacks and prepared in a sanitary environment and are in compliance with the nutritional guidelines.
10. Discuss, with appropriate staff members, the progress of the work and problem areas as they arise. Resolve complaints or minor grievances and advise employees on matters related to less than adequate performance.
11. Allocate funds for and authorize program expenditures for supplies, materials and equipment.
12. Identify staff training needs and ensure that training opportunities are provided to Center staff. Track training plans to ensure appropriate progress is being made.
13. Collect and analyze data, regulatory information, demographic, and employment trends to forecast enrollment patterns and potential curriculum changes.

14. Confer with parents, students, and staff to identify areas of need; discuss educational activities, policies and student learning or behavioral issues to address.
15. Network with appropriate committees, community agencies and other resources connected to early childhood development to establish positive connections and resources.
16. Ensure the General Manager is informed of issues which may affect the rights, interests or opportunities of the Klamath Tribes. Provide monthly and quarterly reports as directed.
17. Network with appropriate committees, agencies and community partners to develop resources for program enrichment.
18. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

This position description 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, 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 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 attend meetings and trainings that occasionally require out of town travel.

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

Ability to understand and interpret 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 in writing so others will understand.

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

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to possess an Associate Degree from an accredited institution, or transcripts showing applicant has completed two (2) years in an institution of higher education or demonstrated work history of at least four (4) years in a similar type of position. *(Must submit copy of diploma or transcripts with application.)*

- **REQUIRED** to have three (3) years of progressively responsible experience in an administrative capacity.
- **REQUIRED** to have four (4) years of direct supervisory experience.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- BA/BS Degree in Early Childhood, General Education, Human Services, or related field, preferred. *(Copy of degree or transcripts must be submitted with application, to be considered.)*
- Demonstrated experience and skill in operating within a multicultural early educational environment, is preferred.
- Positive working experience with Native Americans in a related field, preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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.

APPLICATION PROCEDURE

Submit The Klamath Tribes *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 applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)