



## The Klamath Tribes

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

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OPEN: 01/04/22  
CLOSE: WHEN FILLED

EXEMPT  X   
NON-EXEMPT      

### POSITION DESCRIPTION

**POSITION:** EARLY CHILDHOOD DEVELOPMENT CENTER (ECDC) DIRECTOR

**RESPONSIBLE TO:** General Manager

**SALARY:** Step Range: 25-44; Full Benefits  
Salary Range: \$52,853 - \$92,677  
Hourly Range: \$25.41 - \$44.56

**CLASSIFICATION:** Management, Regular, Full-Time

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

**BACKGROUND:** P.L. 101-630 childcare level

### POSITION OBJECTIVES

This position is responsible for the overall program management of the Early Childhood Development Center (ECDC). 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. The ECDC Director will be responsible to develop, manage and implement innovative and effective, culturally responsive child development strategies.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Manage innovative child development/childcare services; establish program philosophy, code of ethics, academic expectations, professional responsibility for teaching staff, and roles and responsibilities of all ECDC staff members.
2. Review and interpret government codes as they apply to ECDC; develop policy and procedures to ensure facility safety, security, and ensure maintenance standards are in

compliance with codes and safety rules.

3. Responsible for administration of ECDC programs; including but not limited to regulation compliance, monitoring funds, ensuring all applicable licensing and standards are addressed. Manage existing grants, contracts, and MOU's in compliance with applicable Tribal and Federal laws, regulations and policies. Provide grant reporting as required.
4. Develop ECDC budgets and have direct oversight of each budget expenditure and modification, including meeting all reporting requirements. Allocate funds for and authorize program expenditures for supplies, materials and equipment.
5. Establish and implement goals, objectives, and performance standards for the Early Head Start Child Care Partnership (EHS-CCP); maintain Tribal Certification.
6. Monitor integrated work plans, policies and procedures, and the ECDC Family Handbook to ensure that performance standards are met, and all applicable Federal and Tribal rules and regulations are being followed. Ensure grant funded positions are meeting the grant requirements.
7. Develop, amend, and/or recommend new ECDC policies for adoption by the Tribal Council. Ensure all ECDC employees informed of all policies, standards, and goals.
8. Provide direct oversight to the Administrative staff ensuring administrative functions are completed in accordance with Tribal and program rules and regulations. Exercise program supervisory duties; including but not limited to, approving work schedules, program priorities, and ensuring adequate staffing of ECDC.
9. Provide direct oversight of the ECDC Teachers and Education Coordinator. 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 Aides and the expected support they are to provide for each activity, i.e. direct assistance, make copies, clean up, etc.
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. Identify staff training needs; create and monitor all education/training plans to ensure training goals are met and the Teacher Aides are completing their certification goals. Take appropriate action if training goals are not met.

12. Confer with parents, students, and staff to identify areas of need; discuss educational activities, policies and student learning or behavioral issues to address.
13. Ensure the Tribal Membership is informed of services provided by the ECDC and how to access those services by providing informational seminars to the Tribal population on an annual basis. New programs must be presented to the Tribal population when implemented to ensure the Tribal membership is aware of opportunities for assistance.
14. Seek innovative ways of providing program services to Tribal Members; including but not limited to staffing patterns, and utilizing contracted services to maximize the number of children served.
15. Collect and analyze data, regulatory information, demographic, and employment trends to forecast enrollment patterns and potential curriculum and/or staffing changes.
16. Network with appropriate committees, community agencies, community partners, and other resources connected to early childhood development to establish positive connections and resources for program enhancement.
17. Ensure the Administration 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.
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, as outlined in The Klamath Tribes Organizational Chart and position descriptions.

### **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.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.

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

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

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 work cooperatively in a positive manner, willingness to accept responsibility and remain professional in a multitude of situations, including interaction with Tribal and non-Tribal children, parents, staff, and community members who come in contact with the facility; must have ability to cooperatively work with funding agencies and partners who may lease space from the Tribe.

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

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

Ability to lift and carry up to 40 pounds.

Ability to attend meetings and training, which occasionally require out of town travel.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

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

- **REQUIRED** to possess a Bachelor Degree in Early Childhood Development/Education, Social Work, Child Psychology, General Education, Human Services or related field. *(Submit documentation with application.)*
- **REQUIRED** to have five years of progressively responsible experience in an administrative capacity with direct staff supervision; at least two years of experience must be directly managing early child development programs.
- **REQUIRED** to have three years of budgetary experience in an administrative capacity and be able to interpret and administer multiple complex funding streams with complicated requirements and strict budgetary guidelines as outlined in program grants and memorandums of agreement (MOUs).
- **REQUIRED** to submit a writing sample with application. Document must reflect the applicant's ability to write professionally, clearly, and succinctly.
- **REQUIRED** to possess a current and valid Infant/Toddler CPR card. *(Must submit copy with application.)*
- **REQUIRED** to submit to and clear Hepatitis A and a tuberculin skin test as a condition of employment. *(Must provide proof of the Hepatitis A and Tuberculin skin test with application.)*
- **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 adhere to The Klamath Tribes Alcohol and Drug Free Workplace 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:**

- Positive working experience with Native Americans in a related field, is 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.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
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.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>