



The Klamath Tribes

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

Phone: (541) 783-2219
HR Fax: (541) 783-2836

EXEMPT _____
NON-EXEMPT X

OPEN: 05/11/23
CLOSE: Until
Filled

POSITION DESCRIPTION

POSITION: ECDC EDUCATION COORDINATOR

RESPONSIBLE TO: ECDC Director

SALARY: Step Range: 20-30 ; Full Benefits
Salary Range: \$48,327 - \$64,947
Hourly Range: \$23.23 - \$31.22

CLASSIFICATION: Non-Management, Regular, Full-Time
Special Project/Grant-funded

LOCATION: The Klamath Tribes
Early Childhood Development Center
318 South Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: P.L. 101-630 level (childcare)

POSITION OBJECTIVES

The primary purpose of this position is to assist in the development and implementation of a culturally appropriate early childhood education program by expanding efforts and focusing on incorporating tribal culture and language at The Klamath Tribes Early Childhood Development Center (ECDC).

This project – nalam kickani tataksni hemkanga – “Our Little Children Talk” is designed to provide care in a learning environment for 3 to 5-year-olds that meets the physical, emotional, intellectual, and sociological needs of those children attending the Center. At times, may also include infants/toddlers, however, the main focus for the project is 3 to 5-year-olds. The project also includes an on-the-job training program for up to six Teacher Aide Trainees – two per 12-month period – working toward CDA certification.

This position requires close collaboration with the Project Lead Teacher, Language Coordinator, training program employees, and other ECDC program staff regularly.

MAJOR DUTIES AND RESPONSIBILITIES

1. Observe classrooms for developmentally and culturally appropriate practices, required posted materials, adequate and appropriate materials, safety/sanitation, and other Klamath Tribes/ECDC guidelines.
2. Provides technical assistance, coaching, mentoring, and training support to ECDC teaching staff collaboratively with ECDC Director.
3. Develop guidelines and standardized early childhood assessment checklists using CLASS, ECERS, Creative Curriculum, PBIS, Head Start performance standards, etc., as assigned.
4. Maintain complete and accurate records, forms, reports, and documentation of classroom monitoring and observations.
5. Work with the ECDC teaching staff to use the Creative Curriculum and Teaching Strategies Gold. Collaborates with ECDC Director to review weekly lesson plans and provide feedback according to the individual strengths and needs identified by observations and assessments documented in TSGOLD.
6. Supports ECDC teaching staff towards improved skills in observing and assessing children on an ongoing basis and linking this information to individualized learning experiences.
7. Supports ECDC teaching staff in identifying and setting realistic educational goals for professional development. This includes training and assisting in the timely and accurate completion of educational plans and related forms.
8. Maintain accurate and organized staff development documentation and recordkeeping for staff receiving educational support, including the project trainees who are working on CDA certification.
9. Track the progress of all staff working toward educational goals. Ensure all grades, forms, and documentation is turned in on time.
10. Provide guidance and support to trainee staff developing skills and progress in their position by providing ongoing individual feedback for program employees through modeling, coaching, recognition, praise, and appropriate and timely corrective action.
11. Submit accurate and timely reports related to all aspects of education tracks, as assigned.
12. Generate reports related to professional development, degree progress, and completion of requirements.

13. Assist staff in the use of evidence-based, practical, preventive strategies to decrease the occurrence of challenging behaviors and promote children's social competence.
14. May be required to attend staff and parent meetings that may be held after work or on a weekend.
15. Collaborate with all ECDC staff to ensure developmental and culturally appropriate topics and procedures are included in the classrooms.
16. Work closely with ECDC Director, and ECDC staff to ensure the nalam kickani tataksni hemkanga project is meeting the program goals and objectives.
17. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Work is performed under the instructional supervision of the ECDC Director. Work is normally assigned in terms of objectives to be achieved, according to standard procedures utilized by the ECDC. Detailed instructions will be provided on assignments. Recurring assignments are carried out independently by the employee. New or unusual situations are to be discussed with the ECDC Director.

KNOWLEDGE, SKILLS, ABILITIES

Ability to work well with others.

Ability to respond well in high-stress work situations, a fast-paced environment, and the ability to multitask.

Ability to show cultural sensitivity and relate positively to the needs of low-income and minority families.

Ability to relate positively to adults as well as children.

Knowledge of policies and requirements for teacher and staff educational requirements.

Possess very good communication skills and interpersonal communication skills.

Maintains professional and technical knowledge.

Must possess intermediate to advanced computer skills.

Ability to maintain **strict confidentiality** of client information.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED** to possess Bachelor's Degree in early childhood education or a Bachelor's Degree or higher in a related field with coursework equivalent to a major relating to early childhood education. *(Must submit a copy of diploma or transcripts with application.)*
- **REQUIRED** to have at least two years of related experience.
- **REQUIRED** to have computer experience; emphasis will be on the use of Microsoft Word, and Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out-of-state applicants must receive ODL within 90 days of hire), have a good driving record, and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit a copy of driver's license with application.)*
- **REQUIRED** to submit to and clear Hepatitis A and Tuberculin skin tests as a condition of employment. Must provide proof of the Hepatitis A and Tuberculin skin test within 30 days of the date of hire.
- **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 Resources any citation, arrest, or conviction for a misdemeanor or felony crime. *Tribe will pay for background check cost.*
- **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:

- Previous positive work experience with a Native American community, is preferred.
- Previous experience with supervision, mentoring, and coaching 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.

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)