



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

OPEN: 06/26/23
CLOSE: 07/11/23

POSITION DESCRIPTION

POSITION: SCHOOL-AGE PROGRAM LEADER (ECDC)

RESPONSIBLE TO: ECDC Director

SALARY: Step Range: 10-25; Full Benefits
Salary Range: \$35,960 - \$56,024
Hourly Range: \$17.29 - \$26.93

CLASSIFICATION: Non-Management, Full-Time, Regular

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

BACKGROUND: P.L. 101-630 level

POSITION OBJECTIVES

The primary purpose of this position is to build a positive and supportive environment for school-aged children (kindergarten through 12 years old) within a school-age classroom at ECDC. The Program Leader will focus on supporting youth in their academic, social, and emotional development through culturally and developmentally appropriate enrichment activities.

This position requires being reliable, responsible, and dependable. The ability to be flexible with schedules and activities in the classroom is required for this position. Regular attendance is an essential function of this position. Teamwork is a must. This position will also require collaboration with other departments and Tribal youth programs.

MAJOR DUTIES AND RESPONSIBILITIES

1. Supervise and manage children enrolled in the school-age program.

2. Coordinate and organize culturally and developmentally appropriate enrichment activities.
3. Coordinate with local school district teaching staff and/or Tribal Education department in regard to individual children's progress as necessary to support children's educational progress.
4. Create a positive and engaging environment that fosters a safe, open-minded, respectful, and motivating space.
5. Assist with the development and coordination of a calendar for program activities and events designed to complement student learning and enrichment.
6. Coordinate enrichment activities with other Tribal programs and community partners including but not limited to Tribal Administration, and Tribal Health & Family Services.
7. Perform laundry duties, assist with meals, and clean up, as assigned.
8. Ensure the classroom and other areas are clean and well maintained; including emptying trash cans, general sanitization, sweeping, mopping, vacuuming, and dusting, daily. Perform wipe down of all surface areas on a daily basis and as needed to ensure areas are clean and safe at all times. Report any defective equipment or building repair needs to the Office Manager to schedule the repair.
9. Follow standard operating procedures to ensure Health & Safety Standards are implemented to ensure the safety of the children and staff.
10. Explain emergency procedures to children, parents, and visitors.
11. Effectively communicate and cooperate with the ECDC staff, parents, and the public.
12. Keep parents informed of program expectations, program activities, and their child's progress, as instructed.
13. Enforce child drop-off and pick-up procedures. Must be able to explain the procedure when necessary.
14. Attend ECDC events which may be held on the weekend or in the evening, as necessary.
15. Assist other ECDC classrooms when school-age children are not in attendance at ECDC.
16. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Direct program supervision and daily work assignments are provided by the ECDC Director. Work is normally assigned in terms of objectives to be achieved, according to standard operating procedures utilized by the ECDC facility. 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

Knowledge of the Klamath Tribes' history and cultural practice or the ability to learn the history and culture.

Ability to clearly communicate information and ideas in speaking so others, including small children, will understand.

Ability to provide classroom management to the school-age program participants.

Ability to work well with children and staff by being aware of other's reactions and understanding why they may react as they do and adjusting actions in relation to others.

Ability to teach others and accomplish tasks in accordance with established policies, procedures, practices, and priorities of the Early Childhood Development Center, the Housing Department, and The Klamath Tribes.

Ability to communicate well with individuals and groups in both written and oral form. Must be able to present instructions to children of all ages, in a group setting or individual basis.

Ability to work well with children and colleagues.

Ability to organize, plan, and prioritize workload, using one's own initiative.

Ability to be flexible and able to change tasks quickly as required throughout the day.

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

WORKING CONDITIONS

The imposed conditions in which the work must be performed and which create hardship for the incumbent include the frequency and duration of occurrence of physical demands, environmental conditions, and demands on one's senses and mental capacity.

Physical Demands (The nature of physical effort leading to physical fatigue)

- Caring for children can be physically demanding. The School-Age Program Leader may

be lifting and carrying children and equipment. May spend time sitting on the floor or child-sized furniture. The position will be expected to clean and maintain equipment and facility. May move throughout the community with children. The School-Age Program Leader may come in contact with children who are ill and/or contagious and must take precautions to ensure the health and safety of all children, parents, staff, and self.

Environmental Conditions (The nature of demands on the incumbent's senses)

- The School-Age Program Leader will be working in a busy and occasionally noisy environment. There may be multiple activities and situations occurring at once; the School-Age Program Leader will have to supervise all children at all times.

Sensory Demands (The nature of demands on the incumbent's senses)

- The School-Age Program Leader may experience smells associated with toileting and ill children. There may be times when the environment is noisy and busy.

Mental Demands (Conditions that may lead to mental or emotional fatigue)

- Caring for children can be stressful. The School-Age Program Leader must ensure that children are supervised at all times and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the School-Age Program Leader must be prepared to handle accidents and emergencies at any time.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **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 have a minimum six (6) months positive experience working with young children. A combination of relevant work experience, training, or college level credits may be considered.
- **REQUIRED** to possess and maintain a current and valid Pediatric CPR card, within 90 days of hire. *Tribe will assist with training time and cost.*

- **REQUIRED** to possess and maintain a Food Handlers Certification, within 90 days of hire. *Tribe will assist with training time and cost.*
- **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 be able to lift and carry up to 40 pounds.
- **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 the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

Preferred Qualifications:

- AA Degree in Early Childhood Education, Child Development, Elementary Education, Special Education, Physical Education, Recreation, Human Development, or Child and Family Studies or have achieved a minimum of ORO, step 8. *Oregon Early Learning Division Office of Child Care, Center for Career Development's Oregon Registry Online (ORO).*
- Positive working experience with Native Americans in a related field, preferred.
- Experience with office equipment such as typewriter, computer/word processor, and photocopy machine, 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)