



# OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Tribal TANF,  
Career Education, Early Childhood Education  
2574 Diaz Lane ▪ P.O. Box 847 ▪ Bishop, CA 93514 ▪ (760)873-5107

**POSITION TITLE:** Early Childhood Education (ECE) Director  
**CLASSIFICATION:** Exempt  
**DEPARTMENT:** Early Childhood Education (ECE)  
**LOCATION:** Bishop, CA or Auberry, CA  
**SUPERVISOR:** Deputy Director  
**SALARY:** \$64,099.92 to \$90,195.02 per annum

## **Position Summary:**

Under general supervision of Deputy Director, accomplishes the OVDC's ECE Program's objectives by planning, organizing, and supervising all functions required to operate and maintain the ECE Program in accordance with current statutes, regulations, policies and procedures. Maintains confidentiality of all privileged information. The OVDC's ECE Director will have direct oversight of all aspects of the Early Childhood Education program(s) that are under the OVDC funded projects, including but not limited to Head Start, Early Head Start, CCDF / TANF Child Care and any and all other funded projects established specifically for Early Childhood Education.

*This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.*

## **Essential Duties & Responsibilities:**

- Oversees the ECE Program. Ensures development and implementation of curriculum that supports appropriate physical, emotional, developmental, nutritional, and cultural development in ECE children.
- Establishes, implements and communicates goals, objectives, policies and procedures in accordance with strategic plan and applicable laws, regulations, ordinances and regulatory agencies.
- Improves staff effectiveness by coaching, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Supervises, coordinates and evaluates activities of program in conjunction with parents and staff.
- Monitors program expenditures; institutes budget revisions as appropriate; and reviews purchase orders, request for payment, and in-kind contributions.
- Observes teachers while teaching, and provides guidance, recommendations, and feedback.
- Oversees all Training and Technical Assistance programming for EHS staff's professional development.
- Works closely with all OVDC ECE Site Supervisors providing guidance and support in meeting the ECE related standards and report requirements.
- Supervises personnel, which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.
- Actively promotes and leads the enrollment process in the ECE related programs.
- Achieves financial objectives by assisting in preparing the annual budget and proposal, inclusive of operational plans and objectives; recommending staffing and expenditures.
- Seeks and assists in securing additional funding and grants for continuation, support and expansion of ECE Program services.
- Hosts regular staff meetings to ensure communication between personnel and program-related activities.
- Coordinates program activities, services and needs with other tribes, local, governmental and partners.

- Oversees inventory of supplies, equipment and all purchases of the ECE program.
- Oversees all monitoring of the ECE program, sites, staff, parents and partners.
- Ensures and inspects program facilities and playground areas are safe and health and safety standards are met.
- Facilitates required trainings for certification and continued education and development of staff.
- Supports and assist in the determination of parent/family eligibility based on income, family size and other related factors associated with the funding source in which they are associated.
- Supports and assist in initial interviews with potential providers and program applicants.
- Stays abreast of current legislation and policies for ECE programs; implements and revises policies and procedures as required.
- Keeps Deputy Executive Director and other departments informed of status of ECE Program activities by attending meetings and submitting reports as required.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort and accomplishes related results as required.
- Travel to and from ECE sites is required.
- Performs other duties as required.

**Minimum Qualifications:**

Bachelor's Degree (Master's preferred) in Early Childhood Education, Child Development, or closely related field plus five years of experience in a supervisory position as a lead administrator (Director preferred) with Head Start and/or Early Head Start. Experience with Native Communities preferred. First Aid, CPR Certificates required or ability to obtain and maintain within six (6) months of hire. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen and background investigation.

**Knowledge, Skills, and Abilities:**

- Knowledge of applicable tribal, federal, state, county and local laws, regulations, and requirements pertaining to publicly funded child care programs.
- Knowledge of supervisory principles and practice.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of early childhood development, diet and nutrition guidelines.
- Knowledge of program evaluation and development methodologies.
- Knowledge of budget development and management.
- Knowledge of curriculum development, use of educational technology, effective instructional strategies/techniques, program designs, assessment and evaluation procedures.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with all stakeholders.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both social and cultural backgrounds.
- Ability to interpret applicable tribal, federal, state, county and local laws, regulations, and requirements.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to gather data, compile information, and prepare reports.
- Ability to analyze and solve problems.
- Ability to make administrative/procedural decisions and judgments.
- Ability to maintain confidentiality.

**Physical Demands:**

While performing the duties of this job, the employee is may be required to sit for prolonged periods, walk; stand; use hands for dexterity of motion; stoop, bend, kneel or crouch, and have normal auditory and verbal communications skills. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

Work is generally performed in an office or day care setting with a moderate noise level where employee may be expose to unpleasant odors, hazardous material and infectious disease. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel is required.

**Native American Indian Preference:**

Native American Indian preference shall apply to all positions at OVCDL pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.

**Note:**

This is a grant-funded position. Continued employment in this position is contingent upon renewal of the grant.