



OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Early Head Start
Tribal TANF, Career Education

2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

POSITION TITLE: Language Coordinator
CLASSIFICATION: Exempt
DEPARTMENT: Language
SUPERVISOR: Language Director
SALARY: \$45,000 to \$63,319 per year

Position Summary:

Under general supervision of the Language Director or designee, accomplishes the program objectives by planning, organizing and supervising all functions and staff required to operate and maintain departmental activities and services within the Inyo/Mono county service areas, as needed. Assists in curriculum development and ensures all facets of program are in accordance with established laws, regulations, requirements, policies, and procedures. Maintains confidentiality of all privileged information.

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:

- Establishes, implements and communicates goals, objectives, policies and procedures in accordance with program guidelines and services.
- Improves staff effectiveness by coaching, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Oversees staff and multiple language classes and projects in county, including budget development and oversight.
- Hosts regular staff meetings to ensure communication among personnel and program-related activities.
- Prepares and submits monthly, quarterly and annual reports as required according to established timeframes and funding requirements.
- Conducts annual program evaluation and assessments of program components and staff according to established policies, procedures and regulations.
- Achieves financial objectives by administering cost inputs into the annual budget; presenting and justifying budget recommendations to appropriate personnel.
- Collaborative works with program and community representatives to develop and maintain language teaching standards.
- Ensures team members maximize their effectiveness in delivering a language revitalization program to the community.

- Conducts needs surveys, including analysis and reporting survey-based recommends for language revitalization.
- Acts as a liaison with OVCD programs looking for opportunities to deliver language revitalization awareness events and instruction to families.
- Ensures program plans are developed to meet the social, emotional, intellectual, physical, language, and cultural needs of the various groups served by the Language program.
- Creates, implements, and maintains Department Standard Operating Procedures to include Performance Worksheets for goals and objectives.
- Prepares proposals with feedback annually on time, to ensure program continuation.
- Monitors language and culture progress and assessment tracking to ensure progress and goals of program and students and families are being met and exceeded.
- Assists Director in securing additional funding and grant monies for continuation and expansion of program services.
- Implements and participates in staff development and training programs.
- Keeps leadership and other departments informed of status of program activities by attending meetings and submitting reports.
- May create and maintain master/apprentice program.
- 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.
- Maintains confidentiality of all privileged information.
- Performs other duties as required.

Minimum Qualifications:

Preferred Bachelor's Degree in Education or related field and two years teaching experience in a Native language; experience working with Native American children, youth, and adults at all levels; three years' experience in developing, writing, and implementing education curriculum with one year supervisory experience; or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must obtain and maintain a California Food Handlers Certificate. Requires the ability to work a modified schedule dependent upon the services provided and the business needs of the department, with little or no notice. Must successfully pass a pre-employment drug screen, and background investigation.

Knowledge, Skills, and Abilities:

- Knowledge of traditional form of government and tribal customs and traditions.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of the principles, practices and methods of curriculum.
- Knowledge of administrative and project management.
- Knowledge of the development, preparation, and control of budgets.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of the principles and practices of language education.
- Knowledge of the language, community, history, and culture.
- Knowledge of the role of linguistic documentation and archiving practices in language revitalization.

- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparation of project time lines and staffing plans.
- Teaching and facilitation skills. Successful delivery of language and cultural sharing and teaching events.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Ability to communicate effectively in the English both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to identify and secure alternative funding or revenue sources.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel will be 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.