



# OWENS VALLEY CAREER DEVELOPMENT CENTER

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

**POSITION TITLE:** Language Manager  
**CLASSIFICATION:** Exempt  
**DEPARTMENT:** Language  
**SUPERVISOR:** Deputy Director  
**SALARY:** E4 \$69,243.20 to \$96,948.80

## **Position Summary:**

Under the general supervision of the Deputy Director, the Language Manager is responsible for enhancing the language and cultural revitalization program and strengthening the infrastructure necessary to build a solid Language Program. The Language Manager oversees a team of coordinators and program staff, and collaborates with organizational leaders to ensure all functions of the program maintain high standards and are reaching OVCDC's goal of transforming people and communities. The manager will inspire innovative ideas, solutions, and people while ensuring all facets of the program are administered in accordance with established laws, regulations, requirements, policies, and procedures.

*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:**

- Oversee the planning, development, coordination, implementation, and administration of OVCDC's language program, maintaining alignment with the purposes established by the Tribal Temporary Assistance for Needy Families (Tribal TANF) program.
- Plan, develop, and lead the implementation of policies, processes, training, initiatives, and surveys.
- Implement near-term and long-range organizational goals, objectives, and strategic plans.
- Monitor and evaluate for program effectiveness and impact, and revise strategy and projects to optimize results.
- Report, verbally and in writing, on progress against organizational objectives and ensure completion of program reporting requirements.
- Work to expand the program by procuring funds through grants and other funding sources.
- Strengthen communication and collaboration with OVCDC's multiple departments and committees.
- Collaborate with a team working in multiple sites and foster team morale.
- Host, plan, and facilitate meetings with external stakeholders, internal staff, and cross-functional departments.
- Keep informed of employees' work satisfaction and implement initiatives to support employee satisfaction and manage and resolve employee relations issues.
- Participate in organizational activities: hiring, work allocation, training, and performance evaluations, and motivate employees to achieve peak productivity and performance.

- Improve staff effectiveness by coaching, training, and developing performance improvement plans for supervising employees.
- Prepare and monitor the department budget and prepare budget modifications when necessary.
- Oversee the Request for Proposal process - review and award contracts, draft the scope of work, review invoices, and track effectiveness and completion of work for language program contractors.
- Assist partnering Tribes with the development and sustainability of their language and cultural revitalization programs.
- Develop relationships with local and national indigenous language programs.
- Seek out relevant employee development opportunities that deepen the knowledge and skills of supervising staff and are aligned with the organizational vision.
- Collaborate with tribal communities and the executive team to determine the goals and scope for the language/cultural program.
- Develop and lead marketing initiatives to increase participation in the Language Program.
- Serve as a representative of OVCD to external organizations, Tribes, community members, vendors, students and their parents, and other stakeholders.
- Approach the Language Program through a continuous improvement lens, reviewing operating results and taking steps to ensure appropriate measures are taken.
- Develop a solid grounding in the use of technology and other modalities to enhance language learning.
- Ability to maintain the confidentiality of privileged information.
- Effectually design and deliver projects that are trauma-sensitive and acknowledge the varying cultural beliefs and practices.
- Perform other duties as assigned.

### **Minimum Qualifications:**

- Bachelor's Degree in Education, Native American Studies, Indigenous Studies, Linguistics, Administration or related field, with two years of experience implementing and monitoring an expanding language and cultural revitalization program, and one year in a supervisory capacity; or in place of a Bachelor's Degree, five years implementing and monitoring a language and cultural revitalization program, and three years in a supervisory capacity.
- Employee is expected to travel regularly within the service area and may be expected to travel to headquarters in Bishop for meetings and to professional development conferences.
- Strong conflict resolution and mediation skills.
- High level of integrity, initiative, and problem-solving capacity.
- Experience working with individuals who are struggling with life challenges.
- Cultural competency and demonstrated ability to grow and learn.
- Possess and maintain a valid California Class C driver's license, and qualify for employer insurability throughout employment. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

### **Knowledge, Skills, and Abilities:**

- Knowledge, appreciation, and understanding of Native American traditions, language, history, and culture.
- Knowledge of language certification requirements.
- Knowledge of grant/proposal writing.
- Knowledge of human resources management policies and procedures.
- Knowledge of curriculum development, use of technology, effective instructional strategies/techniques, program design, and assessments.
- Knowledge of program evaluation.
- Knowledge and understanding of learning principles.

- Knowledge of using technology to promote language learning.
- Skill in analyzing problems, identifying solutions, and implementing recommendations.
- Ability to work independently and with a team to accomplish OV CDC's vision and goals.
- Ability to use tact and diplomacy to effectively handle sensitive situations.
- Ability to practice a growth mindset in daily activities.
- Ability to plan and organize meetings and events.
- Proficient in Microsoft Office Suite and virtual presentation platforms.
- Possess strong leadership skills and inspire others to grow.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with colleagues at all levels.
- Ability to maintain confidentiality.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee occasionally is required to climb or balance; and 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 low 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 OV CDC 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.