



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: Family Literacy Coordinator
CLASSIFICATION: Exempt
DEPARTMENT: Family Literacy
SUPERVISOR: Family Literacy Manager
SALARY: E3 \$60,216.00 to \$84,302.40 per year

Position Summary

Under general supervision of the Family Literacy Manager, the Coordinator accomplishes the program objectives by planning, organizing and supervising all functions required to operate and maintain departmental activities and services. 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.
- Plans, delegates, monitors, and appraises job tasks and results in a timely manner.
- Improves staff effectiveness by coaching, counseling, training and recommending disciplinary action for employees.
- 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 preparing the annual budget, presenting and justifying budget recommendations to appropriate personnel, inclusive of operational plans and objectives, and recommends staffing and expenditures; monitors program expenditures; institutes budget revisions as appropriate; and reviews purchase orders, processes payroll, employee leave requests, request for payment, and in-kind contributions.
- Ensures program plans are developed to meet the social, emotional, intellectual, physical, language, and cultural needs of the various groups served by the Family Literacy program.

- Reviews program proposals and completes internal activity plans.
- 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 literacy increases and assessment tracking to ensure progress and goals of program and students are being met and exceeded.
- Assists Manager 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.
- 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:

Bachelor's Degree in Education or related field required; teaching experience and experience working with Native American adults at all levels; 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. Three years' experience in developing, writing, and implementing education curriculum and one year supervisory experience required. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Requires the ability to work a modified schedule dependent upon the services provided and the business needs of the assigned department, with little or no notice. Must obtain and maintain Food Handlers Certificate. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

Knowledge, Skills, and Abilities:

- Knowledge of traditional form of government and tribal customs and traditions.
- Knowledge of applicable tribal, federal, state, county, and local laws, regulations, and requirements.
- Knowledge of OVDC policies and procedures.
- 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.
- 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.
- 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 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 OVCDC 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.