



**CANKDESKA CIKANA
COMMUNITY COLLEGE**
Spirit Lake Dakota Nation

Human Resource Office

Vanessa Thomas, HR Director

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www.littlehoop.edu

VACANCY ANNOUNCEMENT

Position Title: ASSISTANT DIRECTOR
Wakanheza Oti (Sacred Children's Place)
Supervisor: Director
Opening Date: January 22, 2018
Closing Date: February 5, 2018
Salary: DOQ

QUALIFICATIONS:

- Associate' degree in Early Childhood Education, or Elementary Education preferred. Minimum of a High School Diploma or GED required with 5 years' of experience working in a childcare setting.
- Knowledge of early childhood education, development programs and/or practices.
- Knowledge of budget preparation practices and procedures and the development of effective policies and controls necessary to ensure the accountability of all program receipts and expenditures.
- Knowledge of effective organizational practices and principles necessary to achieve the proper assignment and delegation of responsibilities, staffing levels, reporting protocols, etc., required to achieve an optimal level of program performance.
- Knowledge of early childhood development including intelligence and aptitude tests, developmental milestones and guidelines, childhood disorders, etc.
- Ability to interact and communicate effectively.
- Demonstrate strong interpersonal skills.
- Ability to make appropriate and timely decisions in response to programmatic changes, difficult and/or unusual issues or concerns and emergency situations.
- Ability to effectively supervise and direct the daily activities of daycare staff to meet and/or exceed established program objectives.

Condition of Employment: Appointment will be subject to the applicant's successful completion of a background check.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Assist the Director with the operational policies and procedures for the Wakanheza Oti (Sacred Children's Place) to ensure compliance with Federal Performance Standards and established written plans.
- Assist the Director with the supervision of all components of the Wakanheza Oti (Sacred Children's Place) and oversees the daily activities of daycare employees when the Director is out of the office.
- Assist with annual budget preparations and the expenditure of daycare funds.
- Advises supervisor on issues pertaining to children's services, early childhood development, program staffing, and personnel issues.
- Promote literacy within the children and families we serve.
- Attend college functions and staff meetings.
- Participate in various training and in-services for professional development.
- Participate in training to increase knowledge of Dakota culture and language.
- Other duties as assigned by Director.

GENERAL INFORMATION: A complete application shall consist of: Cover letter, resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, copy high school diploma/GED and copy of unofficial college transcripts (*Official copy required if hired*). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information please call 701.766.1333 or visit our website at www.littlehoop.edu

STATEMENT OF POLICY ON NON-DISCRIMINATION

Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Academic Dean, Cankdeska Cikana Community College, (701)766-1309 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.

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