



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: Coach/Mentor
Supervisor: Head Start Director
Opening Date: March 28, 2018
Closing Date: April 11, 2018
Salary: DOQ

QUALIFICATIONS:

- Minimum of a Bachelor's Degree in Early Childhood Education, Elementary Education, and/or teaching degree.
- Head Start experience preferred.
- Two to five years classroom teaching or assistant teaching experience; Pre-K preferred.
- Strong verbal and written communication skills.
- Commitment to professional standards of confidentiality.
- Willing to pursue and complete CPR & First Aid Certification within thirty days of employment.
- Complete a current health physical and Mantoux Tuberculosis testing (TB) verifying approval to provide childcare within thirty days of employment.
- Must give written consent for and participate in mandatory and random drug testing as prescribed by the CCCC's Human Resources Personnel Policies and in consideration of the Head Start Performance Standards of Conduct, 1302.90 (c) (1).

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

JOB DUTIES & RESPONSIBILITIES:

- Serves as a mentor to the Teachers and Teacher Assistants.
- Implement Creative curricula in the classroom.
- Perform the functions of this position with a strong understanding of the Head Start Performance Standards and the component plans; and thorough knowledge and application of Developmentally Appropriate Practices.
- Cooperate with other staff and classroom groups to maintain the smooth functioning of the classroom.
- Meet bi-weekly with director and coordinators to exchange information pertinent to the identification and services of children with disabilities.
- Meet with the mental health consultant monthly to discuss mental health needs of children.
- Attend staff training and meetings, including Policy Council and parent meetings as requested.
- Works with Teachers and on occasion with Teacher Assistants to develop and improve their skills and abilities in planning and carrying out classroom activities, including Teaching Strategies Gold, CLASS, cultural inclusion and disabilities/mental health needs.
- Assist in conducting the daily health and environment checklist.
- Assist in implementing children's I.E.P. (Individual Education Plan) or I.F.S.P. (Individual Family Service Plan) seeking clarification for any aspects that are not well understood.
- Assist in recruiting and orienting parent volunteers, providing them with guidance as needed.
- Oversight:
 - Review teachers' lesson plans, schedules, room arrangements and portfolio assessments, etc. to assure their accordance with Head Start requirements;
 - Develop and deliver pre-service and monthly in-service training sessions to teaching staff;
 - Provide designated child development workshops to parents;
 - Identify and prioritize materials and equipment needed in classrooms and playgrounds, and coordinate with Director in making purchases and implementation into classrooms;
 - Lead responsibility for implementing Family Literacy Program;
 - Lead responsibility for parent involvement in education services as per HS requirements;
 - Coordinate the transition of children to Kindergarten or Pre-K, and from Early Head Start and/or child care programs.
- Actively participate in the development and implementation of the Teacher and Teacher Assistants professional development plan.
- Assure that files are complete, accurate, and confidentially maintained.
- To perform other duties as assigned by the supervisor.

GENERAL INFORMATION: A complete application shall consist of CCCC Application for Employment, cover letter, resume, three reference letters or list three references of individuals familiar with your preparation/experience, 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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