



# CANKDESKA CIKANA COMMUNITY COLLEGE

*Spirit Lake Dakota Nation*

## Human Resource Office

Vanessa Thomas, HR Director

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[www.littlehoop.edu](http://www.littlehoop.edu)

### VACANCY ANNOUNCEMENT

**Position Title:** DIRECTOR  
*Wakanheza Oti (Sacred Children's Place)*  
**Supervisor:** Academic Dean  
**Opening Date:** March 2, 2017  
**Closing Date:** March 16, 2017  
**Salary:** DOQ

#### QUALIFICATIONS:

- Bachelor's degree in Early Childhood Education or related field; *Master's degree preferred.*
- Prefer three (3) or more years of related work experience in a childcare setting.
- Strong organizational & multi-tasking skills; organizational management skills are essential.
- Excellent verbal and written communication skills.
- Commitment to high professional standards.
- Knowledge of early childhood education, development programs and/or practices.

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

#### SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Develops and implements operational policies and procedures for the Wakanheza Oti (Sacred Children's Place Daycare) to ensure compliance with Tribal & Federal Performance Standards and established written plans.
- Supervise all components of the Daycare and oversees the daily activities of daycare employees.
- Assists with annual budget preparations and the expenditure of daycare funds. Presents budget revisions to Administration for approval, when required.
- Represents the College daycare at National, State, and Local meetings and conferences.
- Coordinates Daycare staff meetings and reviews reports from program staff who have attended training sessions, other meetings, etc.
- Advises supervisor on issues pertaining to children's services, early childhood development and program staffing and personnel issues.
- Develops and reviews monitoring reports on a regular basis to ensure compliance of daily activities necessary to meet Tribal standards.
- Interacts with appropriate college staff (Facilities Director, Security Coordinator, etc.) to ensure the quality of services and compliance with governing rules and regulations.
- 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.
- Involvement in college/community activities is emphasized along with participation in 1-2 accreditation teams.
- Other duties as assigned by Academic Dean.

**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](http://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 Vice President of Academics, Cankdeska Cikana Community College, (701)766-1133 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.

**Think Dakota • Live Dakota**