



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: Disabilities Services Specialist (re-advertise)
Supervisor: Head Start Director
Opening Date: August 1, 2017
Closing Date: August 15, 2017
Salary: DOQ

QUALIFICATIONS:

- Bachelors or Master's degree in special education, social work, human services, social services, counseling, psychology or related field.
- Previous experience working with families at risk; demonstrate skills in crisis intervention, and self-help skills.
- Demonstrate knowledge of implementing an IEP or IFSP and providing guidance and monitoring to classroom staff of Head Start.
- Demonstrate knowledge relative to intervention/therapy's utilized with infants, toddlers and preschoolers.
- Excellent verbal and written communication skills.
- Demonstrate experience with training staff, parents or community members.
- Some flexibility with work schedule, to include evening and possible weekend hours as pre scheduled for trainings etc.
- Current medical health screening, including TB test within the past year.
- Must comply with background investigation as identified by the program.
- Current CPR/1st Aid certifications.
- 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:

- Coordinate the development and/or review of a Disabilities Service Plan that meets the requirements of the Performance Standards.
- Coordinate screening services in compliance with the Performance Standards and ensure that follow up services deemed necessary are provided, including arranging for further evaluation of children who have been identified as possibly having a disability.
- Work closely with health personnel, mental health personnel, and consultants during the assessment process and any follow-up activities to identify children who demonstrate signs which require further evaluation.
- Responsible to monitor and train classroom strategies as defined by the Head Start Performance Standards as they relate to children with disabilities.
- Responsible to ensure compliance with all disabilities software and data systems, data reporting and outcomes as identified in the Head Start Performance Standards.
- Implement training and technical assistance including on-site consultation, coaching, and mentoring for the staff training and assist with parent education.
- Responsible to develop, engage and coordinate partnerships with local special needs agencies and/or communities to establish and implement Memorandum of Agreements to ensure that children with special needs receive services deemed necessary in accordance with their IEP or IFSP.
- Develop and present program reports to staff, parents, community members, Policy Council and others as directed by the Head Start Director.
- Responsible to coordinate and assist with the implementation of child behavioral plans and work with the child's family, Family Service Advocates and other Head Start staff as defined by the Head Start Performance Standards.
- Participate in the planning and implementation of the Head Start program performance standards as directed by the Head Start Director relative to the community assessment, self-assessment, program improvement reports and child plus.net reports.
- Responsible to develop and monitor the Disabilities and Mental Health policies and procedures, child file documentation reviews and other related issues as identified in the Head Start Performance Standards.
- Responsible to monitor progress with the Family Development Advocates and family home visits and family service agreements.
- To assist with completing federal and other grant applications and data reporting.
- Willing to attend professional development trainings.
- Other duties as assigned by the Head Start Director.

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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