



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

Human Resource Office

Vanessa Thomas, HR Director

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VACANCY ANNOUNCEMENT

Position Title: Early Head Start Coordinator (re-advertise)
Supervisor: Head Start Director
Opening Date: August 1, 2017
Closing Date: August 15, 2017
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.
- 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:

- Responsible for the interviewing, hiring, training, evaluations, monitoring and Supervision of the EHS classroom staffing and child: staff ratio.
- Responsible to ensure classroom staff are implementing the Child Plus.net and Teaching Strategies Gold software systems and meet the federal timelines for EHS.
- Ensure and monitor that EHS classroom staff are implementing ECE curriculum and daily lesson plans as defined by the Head Start Performance Standards.
- Assist in monitoring all EHS classrooms & buildings for Head Start compliances, licensing and other certifications as identified.
- Assure the implementation of academic practices for the developmental progress of children, to insure the safety and health of all EHS children in the classrooms.
- Plan, implement and coordinate training and technical assistance for the EHS staff trainings. Assist FSA/Teachers with parent communication.
- Assist Education Specialist with education and monitoring of the IFSP as this applies to EHS children and staff.
- Responsible to supervise staff in completing data reporting and outcome as identified in the Head Start Performance Standards.
- Implement & monitor EHS child portfolio assessment, including weekly observations, Individualizations, IFSP follow through and documents, and developmental assessment completed as per Head Start Performance Standards.
- Supervise and ensure staff conduct two home visits and parent conferences to discuss the EHS child's individual development and progress, coordinate parent interaction.
- Observe and report to Education Specialist & Disabilities Services Specialist to exchange information pertinent to the identification and services of EHS children with disabilities and other Head Start Standards.
- Attend and present trainings and meetings, including Policy Council and parent meetings as requested.
- Supervise, train, and monitor classroom EHS staff duties on required forms and records in a timely and accurately, e.g., lesson plans, portfolios, assessment, timesheets, meal reports, TSG etc.
- Maintains classroom EHS compliance with Federal, State, local standards and Head Start Performance Standards, reporting, assessments, data and systems management timely.
- Complete CLASS observations on EHS classrooms and generate reporting results CLASS and TSG reports with Education Specialist & Disabilities Services Specialist.
- Assure that staff & child files are complete, accurate, and confidentially maintained.
- Adheres to Head Start Performance Standards and CCCC Personnel Policies.
- Perform other duties as assigned by 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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