



**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: Classroom Assistant (Full-time/Part-time)
Supervisor: Early Head Start/Head Start Teacher
Opening Date: January 12, 2018
Closing Date: Open Until Filled
Salary: DOQ

QUALIFICATIONS:

- High School Diploma or GED required with the ability to obtain an Associate's degree in Early Childhood Education or Elementary Education.
- Preference given to Child Development Credential and/or enrolled in college program.
- Preference given to person with early childhood classroom experience.
- Submit verification of current immunizations.
- Must maintain CPR and First Aid and Food Handlers certification.
- Submit verification of a clear background check and signed written consent for and participate in annual and random state background check with law enforcement and child welfare agencies.
- Must give written consent for and participate in mandatory and random drug testing as prescribed by the CCCC's Human Resources personnel handbook and in consideration of the Head Start Performance Standards of Conduct, 1302.90 (c) (1).
- Identify if you have been a former or current Head Start parent(s), in accordance with Head Start regulation 1302.50 (b) (4), current or former Head Start parents are given preference for employment for which they are qualified.

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

JOB DUTIES & RESPONSIBILITIES:

- Responsible to assist with serving nutritional meals/snacks to children.
- Responsible to assist the classroom by the set up and take down of activities for 0-5 classrooms as directed by Teaching staff.
- Responsible to answer phone and refer calls appropriately.
- Responsible to ride the bus route with driver and follow transportation Head Start Performance Standards before, during and after the scheduled bus route.
- Responsible to refer all parent/guardian questions to classroom Teachers.
- Responsible to assist with all cleaning, sanitation, storage, deliveries and distribution of food and classroom supplies, toys and equipment.
- Responsible to assist bus driver and teacher with the program monitoring and to adhere to the Head Start Performance Standards and personnel policies.
- Responsible to assist staff with locating and or transferring paperwork to and from bus and teachers.
- Participates in all training as provided by the Teacher and Head Start Specialists or Director.
- Responsible to follow Head Start program confidentiality policies concerning information about children, families or other staff.
- Responsible to respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion and disability.
- Responsible to assist with the use of positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation.
- To participate in the Head Start program's random drug and alcohol testing system.
- To accept other duties as identified by the Teacher.

GENERAL INFORMATION: A complete application shall consist of CCCC Application for Employment, cover letter, 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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