



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: Early Head Start/Head Start Teacher (Full-time)
Supervisor: EHS Coordinator/HS Education Specialist
Opening Date: October 3, 2017
Closing Date: Open Until Filled
Salary: DOQ

QUALIFICATIONS:

- Prefer a Bachelor's degree in Early Childhood Education, Elementary Education, and/or teaching degree. Minimum of an Associate's degree in Early Childhood Education or Elementary Education required.
- Head Start experience preferred.
- Prefer two to five years classroom teaching, assistant teaching experience or Pre-K.
- 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.
- 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).
- 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.
- Complete a current health physical and Mantoux Tuberculosis testing (TB) verifying approval to provide childcare within thirty days of employment.

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

JOB DUTIES & RESPONSIBILITIES:

- Participate in grantee and delegate component pre-service and ongoing trainings.
- Integrate all Early Head Start/Head Start components in the classroom.
- Perform the functions of this position with a strong understanding of the Head Start Performance Standards and other requirements; and thorough knowledge and application of Developmentally Appropriate Practices.
- Plan and implement learning experiences that promote all developmental areas of Early Head Start/Head Start children, including improving the readiness of children for school by developing their literacy and phonemic, print, numeric awareness, parental and cultural influences, and language; including Teaching Strategies Gold, Class, PIR, ChildPlus.net, Creative Curriculum, Child portfolios, Lesson plans, Self-assessment, School Readiness, etc.
- Develop consistent, stable, and supportive relationships with infants and toddlers.
- Provide an atmosphere that promotes and reinforces parental nurturing and involvement.
- Guide and facilitate activities of the children, including: daily activities, field trips, selecting and arranging equipment and materials in the classroom.
- Cooperate with other staff and classroom groups to maintain the smooth functioning of the center, which at times may require changes to meet the needs of the children.
- Maintain a comprehensive and ongoing portfolio assessment, child files, including weekly observations, individualizations, IFSP/IEP documents, and developmental assessment completed as per Head Start Performance Standards.
- Conduct home visits and two parent conferences to discuss the child's individual development and progress, assist the parents in developing observational skills and solicit parent observations.
- Eat with and assist children in development of social and self-help skills, and sound nutritional practices.
- Meet with Coach/Mentor to exchange information pertinent to the identification and services of children with disabilities and other EHS standards.
- Guide children's acquisition of social skills, and those marked by the Head Start Performance Standards.
- Attend staff training and meetings, including Policy Council and parent meetings as requested.
- Complete and submit required forms and records timely and accurately, e.g., lesson plans, portfolios, assessment, time sheets, meal reports etc.
- Works with the Teacher Assistant, Aides, Bus Monitors, and parent volunteers to use and develop their skills and abilities in planning and carrying out classroom activities, lesson plans, etc.
- Maintain a safe and healthy classroom environment. Sanitize all classroom equipment, laundry, kitchens, buildings, and playground.
- Use the playground as an extension of the classroom.
- Assure that files are complete, accurate, and confidentially maintained; and
- Adheres to Head Start Performance Standards and personnel policies.
- Perform other duties, as may be required.

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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