



**CANKDESKA CIKANA
COMMUNITY COLLEGE**
Spirit Lake Dakota Nation

Human Resource Office

Vanessa Thomas, HR Director

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VACANCY ANNOUNCEMENT

Position Title: Head Start Education Coordinator
Supervisor: Head Start Director
Opening Date: March 28, 2018
Closing Date: April 11, 2018
Salary: DOQ

QUALIFICATIONS:

- Minimum a Bachelor's Degree in Early Childhood Education, Elementary Education, Special Education or related degree.
- Current medical health screening, including TB test within the past year. Submit verification of current immunizations.
- Must maintain CPR and First Aid certification.
- 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 1302.90 (b) (6), current or former Head Start parents are given preference for employment for which they are qualified.
- Qualified Native American applicant, identify Tribal enrollment.

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

JOB DUTIES & RESPONSIBILITIES:

- Participates in interviewing, hiring, training, supervising, evaluations and monitoring classroom staff.
- Maintains and monitors staffing at appropriate child: staff ratio.
- Team leader ensuring classroom staff are implementing the child plus.net and teaching strategies gold software systems.
- Ensure and monitor that classroom staff are implementing ECE curriculum and daily lesson plans as defined by the Head Start Performance Standards and CCCC Head Start programming.
- Maintains classroom compliance with Federal, State, local standards and Head Start Performance Standards, reporting, assessments, data and systems management.
- Assists with ERSEA and child portfolios as per Head Start performance standards.
- Responsible to ensure all classroom staff complete a Professional Development Plans as identified in the Head Start Performance Standards.
- Work with College's and staff Professional Development plans to ensure classroom staff reach the Head Start Performance Standard requirements regarding BA's, AA's and CDA's.
- Supervise and monitor Coach or Mentor staff relative to 0-5 classroom Head Start Performance standards utilizing training such as CLASS and other identified academic strategies.
- Ensure and monitor the implementation of appropriate transition plans and working collaboratively with other Head Start Specialists, Head Start services and community partners.
- Assist in monitoring all centers and/or class rooms for Head Start compliances, licensing and other certifications as identified.
- Develop and revise Child Development Educational policies and procedures, reports and compliances.
- Assure the implementation of academic practices for the developmental progress of children, implementing physical strategies and emergency procedures in response to children to insure the safety and health of all children in the classrooms.
- To follow Head Start program confidentiality policies and rules of conduct concerning information about children, families or other staff.
- 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.
- To use 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 perform other duties as assigned by the supervisor.

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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