



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

Human Resource Office

Vanessa Thomas, HR Director

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VACANCY ANNOUNCEMENT

Position Title: Education Specialist/Coach Mentor (revised)
Supervisor: Head Start Director
Opening Date: October 31, 2017
Closing Date: November 14, 2017
Salary: DOQ

QUALIFICATIONS:

- Minimum of a Bachelor's Degree in Early Childhood Education, Elementary Education, or Special Education required; Master's degree preferred.
- Head Start experience preferred.
- Two to five years classroom teaching or assistant teaching experience; Pre-K preferred.
- 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:

- Participates in interviewing, hiring, training, supervising, evaluations and monitoring classroom staff.
- Maintains and monitors staffing at appropriate child: staff ratio.
- Serves as mentor to the Teachers and Teacher Assistants.
- Perform the functions of this position with a strong understanding of the Head start Performance Standards and the component plans; and through knowledge and application of Developmentally Appropriate Practices.
- Maintains classroom compliance with Federal, State, local standards and Head Start Performance Standards, reporting, assessments, data and systems management.
- Meet bi-weekly with director and coordinators to exchange information pertinent to the identification and services of children with disabilities.
- Attend staff training and meetings, including Policy Council and parent meetings as requested.
- Works with Teachers and on occasion with Teacher Assistants to develop and improve their skills and abilities in planning and carrying out classroom activities, including teaching Strategies Gold, CLASS, cultural inclusion, and disabilities/mental health needs.
- Oversight
 - Review teachers' lesson plans, schedules, room arrangements and portfolio assessments, etc. to assure their accordance with Head Start requirements.
 - Develop and deliver pre-service in-service training sessions to teaching staff.
 - Identify and prioritize materials and equipment needed in classrooms and playgrounds, and coordinate with Director in making purchases and implementation into classrooms.
 - Lead responsibility for implementing Family Literacy Program.
 - Lead responsibility for parent involvement in education services as per HS requirements.
- Actively participate in development and implementation of the teacher and teacher Assistants professional development plan.
- Assure that files are complete, accurate, and confidentially maintained.
- Assist in monitoring all centers and/or classrooms for Head Start compliances, licensing and other certifications as identified.
- 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 accept other duties as identified by the 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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