



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

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Human Resources Director

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VACANCY ANNOUNCEMENT

Position Title: Disability Specialist (Full-time)
Supervisor: Head Start Director
Opening Date: March 13, 2019
Closing Date: March 27, 2019
Salary: DOQ

QUALIFICATIONS:

- Minimum of a Bachelor of Science degree in Special Education.
- Preference given to professional experience in providing developmental observations, behavioral assessments, and curriculum modifications.
- Preference given to individuals with IEP development experience and supportive strategies for classroom teaching staff.
- Engagement skills in maintaining working relationships with children, families, colleagues, and network partners.
- Exemplary attendance, positive work habits, leadership, and communications skills are required.
- Must have strong verbal and written skills and the ability to respond to stressful and sensitive situations in a professional manner.
- 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:

- Perform general classroom and other observations to assess learning domains and implement Performance Standards of Head Start.
- Collect data, maintain timely records, provide reports, and support compliance in all facets of Head Start Performance Standards and Agency Policies.
- Provide child development information related to social-emotional development and mental health.
- Provide guidance to staff and families in: child development, positive parenting, educational domains, and classroom management skills.
- Administer and interpret standardized behavioral, educational, social-emotional screening and assessment tests/tools and findings.
- Ability to plan, organize, adhere to, and implement procedure according to Office of Head Start and CCCC policy.
- Provide guidance in developmentally appropriate/adaptive activities and effective ways to work with and support school readiness goals.
- To effectively demonstrate and communicate proper use and application of curriculum, equipment, materials, and supplies.
- To respect and promote the unique identity of each child and family and refrain from stereotyping based on 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.
- Meet with classroom teams and staff to review observations, develop teaching strategies, and implement plans as needed.
- Meet with families, network partners, and individuals to consult regarding educational and behavioral needs and follow-up on plans for ongoing support.
- To accept other job related duties as assigned by the Head Start Director.

GENERAL INFORMATION: A complete application shall consist of a CCCC Application for Employment, cover letter, resume, three reference letters or list three references of individuals familiar with your preparation/experience and a 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 Director of Student Success, Cankdeska Cikana Community College, (701)766-1305 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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