



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

**Vanessa Thomas**  
Human Resources Director

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**VACANCY ANNOUNCEMENT**

**Position Title:** Head Start/Early Head Start Lead Teaching Staff (Full-time)  
**Supervisor:** Head Start Education Manager  
**Opening Date:** March 13, 2019  
**Closing Date:** Open Until Filled  
**Salary:** DOQ

**QUALIFICATIONS:**

- Minimum of an Early Childhood Education Associates Degree; Bachelor’s Degree in Education; Early Childhood Elementary or Secondary Education Preferred.
- Exemplary attendance, positive work habits, leadership, communication skills and commitment to children and Head Start are required.
- Must have strong verbal and written skills and the ability to respond to children’s school readiness instruction.
- Experience in classroom schedules, use of curriculum, and the ability to effectively instruct young children.
- 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 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 educational domains of Head Start children with regard to individualized instruction and curriculum adaptations.
- Utilize curriculum, data, data bases, Child Portfolios, and Head Start Performance Standards while collaborating with other staff and consultants in daily duties.
- Maintain a comprehensive and ongoing records, assessments, observations, IEP documents, and developmental assessments 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.
- Meet with staff to exchange information pertinent to the identification and services of children with disabilities and other Head Start Standards.
- Attend staff trainings, family nights, parent conferences, and meetings.
- 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, reports, lesson plans, etc.
- Actively assists in transition activities into Kindergarten or Pre-K and from Early Head Start/Head Start.
- Actively participates in ongoing education and a Professional Development Plan.
- Perform other duties, as may be assigned.

**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](http://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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