



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

**Vanessa Thomas**  
Human Resources Director

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**VACANCY ANNOUNCEMENT**

**Position Title:** Program Aide (Part-time) (re-advertise)  
**Supervisor:** Head Start Director  
**Opening Date:** July 25, 2018  
**Closing Date:** Open Until Filled  
**Salary:** DOQ/Non-Benefited (15-25 hours/week)

**QUALIFICATIONS:**

- High School Diploma or GED required; prefer Associates Degree or Vocational Certificate.
- Preference given to person with extensive administrative/clerical experience.
- Must maintain CPR and First Aid.
- Submit 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.
- Must be willing to work a flexible schedule dependent upon needs of the agency.

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

**JOB DUTIES & RESPONSIBILITIES:**

- Responsible to maintain daily classroom staffing ratios collaborating with Education and ERSEA coordinators.
- Responsible to assist in new hire orientation and record keeping.
- Responsible to provide reception and clerical support.
- To accept back up and as needed duties for classroom and driver/monitor transportation.
- Responsible to adhere to all policy and procedures.
- Responsible to assist with all cleaning, sanitation, storage, deliveries, and distribution of agency supplies and equipment.
- Responsible to complete daily building observations, refer for services/maintenance needs, and provide building tours.
- Responsible to assist staff with tracking and filing of documents.
- Participates in and or/assists in planning and assignments of all training.
- Responsible to follow Head Start program performance standards.
- To accept other duties as assigned by the Director.
- To participate in the Head Start program's random drug and alcohol testing system.
- To accept other job related duties as assigned during the school year (9-month appointment) by the Director.

**GENERAL INFORMATION:** A complete application shall consist of CCCC Application for Employment, cover letter, three reference letters or list three references of individuals familiar with your preparation/experience, and a copy of high school diploma/GED/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 Dean of Academics, 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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