



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

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Human Resources Director

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VACANCY ANNOUNCEMENT

Position Title: Early Head Start Lead Teacher (Full-Time)
Supervisor: Assistant Director/Education Manager
Opening Date: February 5, 2021
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.
- 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 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).
- CCCC is required to give preference to qualified Native American Indian applicants in accordance with the Tribal Employment Rights Ordinance (TERO), Charter 15-4-101 requirements as outlined within CCCC Personnel Policy 207. CCCC is an Equal Opportunity Employer.

Condition of Employment: Employment is contingent upon completion of a satisfactory criminal background check and drug screening.

JOB DUTIES & RESPONSIBILITIES:

- Actively pursuing a Bachelor degree in Early Childhood Education, or minimum of an Associate degree in Early Childhood Education.
- Establish a professional development plan and seek opportunity for continual growth toward that plan.
- Ensure compliance with Head Start Performance Standards, along with federal and state regulation.
- Act as a responsible employee and consistent educator by demonstrating respectable attendance.
- Plan and implement learning experiences that focus on the individualization of infant and toddler children that reflect the Early Learning Outcomes Framework and the Creative Curriculum.
- Develop consistent, stable, and supportive relationships with all students and families.
- Provide an atmosphere that promotes and reinforces parental involvement.
- Participate in all requirements set forth by immediate supervisor that involve, but are not limited to: Teaching Strategies Gold®, ChildPlus®, and home visits.
- Maintain a comprehensive, ongoing portfolio that includes observations, documentation, and individualization for each child.
- Complete paperwork required by different services areas in a timely manner.
- Implement any IFSP and/or 504 plans that have been established for individual children.
- Conduct two (2) home visits per school year to set social-emotional goals, elaborate on the child's development and progress, and assist parents in regards to any potential concerns.
- Practice family-style dining for all three meals as part of the Child and Adult Food Care Program (CACFP) guidelines.
- Establish a positive relationship with teacher/classroom assistants to ensure a peaceful and calm atmosphere for the children.
- Maintain a safe and healthy classroom environment by following all practices set forth by the facilities' management team and school nurse.
- Practice professionalism within the workplace with all colleagues and families.
- Use playground, computers, and SMART boards as an extension of learning.
- Assure that all information pertaining to children, families, and staff remains confidential.
- Attends family nights, trainings, meetings, and events that occur both during and outside of scheduled work hours.
- Manages student behavior only through acceptable methods.
- Consistently practices active supervision as a way to ensure child safety.
- Other duties as assigned by 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 GED/high school diploma/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.** To apply, submit all requested material 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 Title IX Coordinator, Cankdeska Cikana Community College, (701)766-1131 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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CCCC is an EO/AA college.