

Vacancy



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

Position Title: Head Start Administrative Assistant/Front Desk
Supervisor: Head Start Director
Opening Date: August 12, 2021
Closing Date: Until Filled
Salary: DOQ

QUALIFICATIONS:

- Associates degree in Office Technology, Business Administration or related field.
- Commitment to professional standards of confidentiality.
- Ability to work independently and as a team member.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Strong computer literacy skills.
- Strong organizational & multi-tasking skills.
- Strong verbal and written communication skills.
- 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.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Maintain a professional appearance, positive verbal phone response and receptionist desk response to the general public and staff.
- Willing to follow direction as it pertains to program operation, policies and procedures.
- Participate as a team member with all EHS/HS program staff, parents and public.
- Able to implement critical thinking and problem-solving skills and accurate judgment in response to a program or individual crisis situation for crisis.
- Use developmentally appropriate practices to assist in facilitating activities with children in the classroom when assigned.
- Assist in observations and recording behaviors of children to assist the teacher in the identification of each child's strengths and areas of transition when in the classroom.
- Assist parents and community volunteers.
- Assist teaching staff with maintaining a clean and sanitary environment of classroom, equipment, laundry, and food services.
- Assist as bus monitoring staff person as assigned.
- Help children on and off the bus as a bus monitor in a safe manner following the transportation process.
- Assist in bus fire drills, bus evacuation drills, and documentation tracking.
- Responsible for sending & retrieving mail.
- Responsible to setting up and maintaining the central filing system.
- Responsible to answering phone calls from parents and staff.
- Responsible to assist Office & Data Coordinator with setting up event, meetings, and calendars.
- Assist the classroom staff with copies, laminating paper, etc...
- Assist the Specialists with classroom program planning & training.
- Maintain a positive time and attendance record.
- Responsible to participate in a Professional Development Plan as identified in the Head Start Performance Standards.
- Assist in supporting the mission of the Head Start program.
- Abide by CCCC and Head Start Program policies and procedures.
- Follow Head Start program confidentiality policies and rules of conduct concerning information about children, families or other staff.
- Provide a valid North Dakota driver's license for use with program vehicle.
- Participate in increasing knowledge of Dakota culture and language.
- Other duties as assigned.

Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to sheri.diehl@littlehoop.edu

Visit our website www.littlehoop.edu for an online application

