



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

Vanessa Thomas
Human Resources Director

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VACANCY ANNOUNCEMENT

Position Title: Head Start Bus Monitor/Universal Worker (3 Part-time)
Supervisor: Head Start Safety & Facilities Officer
Opening Date: July 16, 2020
Closing Date: Open Until Filled
Salary: DOQ/9-Month Appointment

QUALIFICATIONS:

- Minimum of High School Diploma or GED required.
- Head Start experience preferred.
- Flexible work schedule, as needed.
- Willing to pursue and complete CPR & First Aid Certification within thirty days of employment.
- Complete a current health physical and Mantoux Tuberculosis testing (TB) verifying approval to provide childcare within thirty days of employment.
- 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 Policies 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.
- 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: Appointment will be subject to the applicant's successful completion of a background check.

JOB DUTIES & RESPONSIBILITIES:

- Responsible to the core values of Cankdeska Cikana Community College and Head Start.
- Responsible to ride the bus route with the driver and follow Head Start before, during, and after the scheduled bus route.
- Maintain a professional appearance, assure positive interactions with families/children, safe boarding, unloading of the bus, and transfer of children to and from the classrooms.
- Help children on and off the bus as a bus monitor in a safe manner following the transportation process.
- Assist in bus emergency drills and evacuation.
- Provide for building maintenance, bus upkeep, landscaping, lawns, shoveling, snow removal, classroom assistance/relief, and assistance with nutrition services as needed.
- Participate in all scheduled CCCC and CCCC Head Start trainings and meeting as assigned Responsible to follow Head Start confidentially and privacy practices.
- Properly report incidents, accidents, and adhere to Head Start Performance Standards.
- Responsible to assist with use of positive methods of child guidance and will not engage with corporal punishment, emotional, or physical abuse or humiliation.
- Responsible for teamwork, communication, accountability, punctual attendance and positive work habits.
- To participate in Head Start program's random drug and alcohol testing system.
- To accept a flexible work schedule.
- To accept other job related duties as assigned by the Supervisor during the school year (9-month appointment).

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GENERAL INFORMATION: A complete application shall consist of CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience and 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.** 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)766-1124 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.