



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Tribe

Vacancy Announcement/ Job Description Human Resource Office

PO Box 269, Ft Totten, ND 58335
701.766.1309 Phone – 701.766.1119 Fax
sheri.diehl@littlehoop.edu

Position Title: Head Start Director
Supervisor: College President
Opening Date: March 23, 2021
Closing Date: Open Until Filled
Salary: DOQ

QUALIFICATIONS:

- Master's degree preferred in Early Childhood Education, Early Childhood Studies, Early Childhood Administration, or related field; *Minimum of a bachelor's degree required.*
- Prefer three (3) or more years of related work experience in Head Start.
- Strong organizational & multi-tasking skills; organizational management experience is essential.
- Excellent verbal and written communication skills.
- Commitment to high professional standards.
- 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 satisfactory criminal background check and drug screening.

JOB DUTIES & RESPONSIBILITIES:

- Provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships.
- Develops and analyzes monthly financial and statistical reports to assess the budget status and to initiate preventative measures if any problems appear to be predicated.
- Assures that the program serves the number of eligible children for which it is funded.
- Works with other organizations in the community to foster collaboration as defined by federal Head Start.
- Conducts a Community Assessment every five years and an annual data update.
- Long and short range goals are established and accomplished with input from program participants and the staff based on the Community Assessment.
- Develops an annual Head Start grant funding application every year; assists in meeting the non-federal share requirement.
- Seeks other potential grants to enhance program services.
- Facilitates the continuing professional development of all staff as part of the commitment to excellence.
- Monitors the implementation of the responsibilities of employees through observation, monthly supervisory meetings, team meetings and review of files and documentation.
- Establish and monitor progress towards goals for Head Start Program as part of the annual self-assessment using input from parents, Policy Council, community partners and Head Start Staff.
- Assures remediation of any non-compliances found in grantee assessment, and incorporates recommendations into planning for the improvement of the program.
- Provides and/or secures training and technical assistance for all staff and the program.
- Ensure Head Start program is 100% enrolled at all times.
- Develop and maintain all contractual and service agreements (MOUs) with appropriate service providers, schools and community partners.
- Implement an orientation process specific to the Head Start program for all new staff and schedule reviews for current staff.
- Complete annual evaluations of key management staff.
- Maintains a close working relationship with CCCC Chief Financial Officer to provide the information for budget writing and the status of the budget to facilitate effective oversight of expenditures.
- Hears and resolves complaints about the program, seeking input from staff, parents or CCCC Administration, as needed.
- Completes and submits regular reports to the funding sources and President.
- Maintains open lines of communications internally and externally.
- Assures that classrooms and playgrounds meet health and safety requirements.
- Involvement in college/community activities is emphasized along with participation in 1-2 CCCC Teams.
- 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 unofficial college transcript (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. **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.