

Vacancy



CANKDESKA CIKANA
COMMUNITY COLLEGE

Spirit Lake Tribe

Position Title: Head Start Disability Specialist (Full-time)
Supervisor: Head Start Director
Opening Date: November 16, 2021
Closing Date: Until Filled
Salary: DOQ

QUALIFICATIONS:

- Minimum of a Bachelor of Science degree in Special Education.
- Preference given to professional experience in providing developmental observations, behavioral assessments, and curriculum modifications.
- Preference given to individuals with IEP development experience and supportive strategies for classroom teaching staff.
- Engagement skills in maintaining working relationships with children, families, colleagues and network partners.
- Exemplary attendance, positive work habits, leadership and communications skills are required.
- Must have strong verbal, organizational, written skills and the ability to respond to stressful and sensitive situations in a professional manner.
- Strong computer literacy skills.
- Commitment to professional standards of confidentiality.

JOB DUTIES & RESPONSIBILITIES:

- Perform general classroom and other observations to assess learning domains and implement Performance Standards of Head Start.
- Collect data, maintain timely records, provide reports, and support compliance in all facets of Head Start Performance Standards and Agency Policies.
- Provide child development information related to social-emotional development and mental health.
- Provide guidance to staff and families in: child development, positive parenting, educational domains, and classroom management skills.
- Administer and interpret standardized behavioral, educational, social-emotional screening and assessment tests/tools and findings.
- Ability to plan, organize, adhere to, and implement procedure according to Office of Head Start and CCCC policy.
- Provide guidance in developmentally appropriate/adaptive activities and effective ways to work with and support school readiness goals.
- To effectively demonstrate and communicate proper use and application of curriculum, equipment, materials, and supplies.
- To respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion and disability.
- To use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation.
- To participate in the Head Start program's random drug and alcohol testing system.
- Meet with classroom teams and staff to review observations, develop teaching strategies, and implement plans as needed.
- Meet with families, network partners, and individuals to consult regarding educational and behavioral needs and follow-up on plans for ongoing support.
- 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

