



# CANKDESKA CIKANA COMMUNITY COLLEGE

*Spirit Lake Dakota Nation*

**Vanessa Thomas**  
Human Resources Director

PO Box 269, Fort Totten, ND 58335  
701.766.1333 ph • 701-766-1320 fax  
www.littlehoop.edu • vanessa.thomas@littlehoop.edu

## VACANCY ANNOUNCEMENT

**Position Title:** Head Start Teacher Assistant (Full-Time)  
**Supervisor:** Assistant Director/Education Manager  
**Opening Date:** February 5, 2021  
**Closing Date:** Open Until Filled  
**Salary:** DOQ

### QUALIFICATIONS:

- Prefer Associate' degree in Early Childhood Education, or Elementary Education. Minimum High School Diploma or GED required.
- Preference given to Child Development Credential and/or enrolled in college program.
- Preference given to person with early childhood classroom experience.
- Submit verification of current immunizations.
- Willing to pursue and maintain CPR & First Aid and Food Handlers 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.
- 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: Employment is contingent upon completion of a satisfactory criminal background check and drug screening.*

### JOB DUTIES & RESPONSIBILITIES:

- Actively pursue 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.
- Assist lead teacher in planning and implementing learning experiences that promote all educational domains of the Early Learning Outcomes Framework and the Creative Curriculum.
- Assist lead teacher with the implementation lesson plans that focus on developmentally appropriate activities that build on children's literacy, phonemic/numeric awareness, language acquisition, parental and cultural influences, and social-emotional progression.
- Complete paperwork required by different services areas in a timely manner.
- Assist in the implementation of any IEP and/or 504 plans that have been established for individual children.
- Assist the lead teacher in conducting 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 lead teacher 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.
- Take on the roles and responsibilities of the lead teacher in the event of an absence.
- Other duties as assigned by the lead teacher and/or the 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](http://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.

**Think Dakota • Live Dakota**

CCCC is an EO/AA college.