

Vacancy



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

Position Title: CCCC Head Start Director
Supervisor: President
Opening Date: July 12, 2021
Closing Date: Until Filled
Salary: Negotiable

QUALIFICATIONS:

- Bachelor's degree in Management, Administration, or Early Childhood Education. Master's preferred.
- Two or more years of experience with a tribal Head Start Program.
- Strong organizational, multi-tasking skills, and supervisory experience is essential.

KEY JOB DUTIES:

- Provides leadership and oversight for all aspects of the CCCC Head Start program.
- Understands and assures the Head Start Performance Standards are followed.
- Develops and submits, on a timely basis, any/all reports, including grant renewal applications.
- Oversees the community assessment every 5 years.
- Partners and collaborates with other community services; develops agreements.
- Develops and implements regular employee training, professional development, including the onboarding/orientation for new hires.
- Supports the governance structure for the program and works to improve relationships, parent engagement.
- Works in collaboration with CCCC Leadership.
- Develops and implements sound communication strategies that meet the needs of the employees, the parents, and the community.
- Seeks to improve the Dakota culture and language as a foundation for the program.
- 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

