

Vacancy



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

Position Title: Head Start Education Manager
Supervisor: Head Start Director
Opening Date: August 17, 2021
Closing Date: Until Filled
Salary: DOQ

QUALIFICATIONS:

- Minimum a Bachelor's Degree in Early Childhood Education, Elementary Education, Special Education or related degree.
- Must maintain CPR and First Aid certification.

JOB DUTIES & RESPONSIBILITIES:

- Participates in interviewing, hiring, training, supervising, evaluations and monitoring classroom staff.
- Maintains and monitors staffing at appropriate child: staff ratio.
- Team leader ensuring classroom staff are implementing the child plus.net and teaching strategies gold software systems.
- Ensure and monitor that classroom staff are implementing ECE curriculum and daily lesson plans as defined by the Head Start Performance Standards and CCCC Head Start programming.
- Maintains classroom compliance with Federal, State, local standards and Head Start Performance Standards, reporting, assessments, data and systems management.
- Assists with ERSEA and child portfolios as per Head Start performance standards.
- Responsible to ensure all classroom staff complete a Professional Development Plans as identified in the Head Start Performance Standards.
- Work with College's and staff Professional Development plans to ensure classroom staff reach the Head Start Performance Standard requirements regarding BA's, AA's and CDA's.
- Supervise and monitor Coach or Mentor staff relative to 0-5 classroom Head Start Performance standards utilizing training such as CLASS and other identified academic strategies.
- Ensure and monitor the implementation of appropriate transition plans and working collaboratively with other Head Start Specialists, Head Start services and community partners.
- Assist in monitoring all centers and/or class rooms for Head Start compliances, licensing and other certifications as identified.
- Develop and revise Child Development Educational policies and procedures, reports and compliances.
- To follow Head Start program confidentiality policies and rules of conduct concerning information about children, families or other staff.
- To use positive methods of child guidance.
- 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

