

Vacancy



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

Position Title: Head Start Teacher Assistant
Supervisor: Assistant Director/Education Manager
Opening Date: August 25, 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.
- 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.

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.
- 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

