



**CANKDESKA CIKANA  
COMMUNITY COLLEGE**  
*Spirit Lake Dakota Nation*

**Human Resource Office**

Vanessa Thomas, HR Director

PO Box 269, Fort Totten, ND 58335

701.766.4415 ph 888.783.1463 toll free 701-766-4077 fax

[www.littlehoop.edu](http://www.littlehoop.edu)

**VACANCY ANNOUNCEMENT**

**Position Title:** HEAD START DIRECTOR  
**Supervisor:** CCCC Chief Financial Officer  
**Opening Date:** April 28, 2017  
**Closing Date:** May 15, 2017  
**Salary:** DOQ

**QUALIFICATIONS:**

- Master's degree preferred in Early Childhood Education, Early Childhood Studies, Early Childhood Administration, or related field; *Minimum of a bachelor's degree required.*
- Prefer three (3) or more years of related work experience in Head Start.
- Strong organizational & multi-tasking skills; organizational management experience is essential.
- Excellent verbal and written communication skills.
- Commitment to high professional standards.

**Condition of Employment:** Appointment will be subject to the applicant's successful completion of a professional and criminal background check.

**JOB DUTIES & RESPONSIBILITIES:**

- Provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships.
- Develops and analyzes monthly financial and statistical reports to assess the budget status and to initiate preventative measures if any problems appear to be predicated.
- Assures that the program serves the number of eligible children for which it is funded.
- Works with other organizations in the community to foster collaboration as defined by federal Head Start.
- Conducts a Community Assessment every five years and an annual data up-date.
- Long and short range goals are established and accomplished with input from program participants and the staff based on the Community Assessment.
- Develops an annual Head Start grant funding application every year; assists in meeting the non-federal share requirement.
- Seeks other potential grants to enhance program services.
- Facilitates the continuing professional development of all staff as part of the commitment to excellence.
- Monitors the implementation of the responsibilities of employees through observation, monthly supervisory meetings, team meetings, and review of files and documentation.
- Ensures compliance of annual program self-assessment.
- Assures remediation of any non-compliances found in grantee assessment, and incorporates recommendations into planning for the improvement of the program.
- Provides and/or secures training and technical assistance for all staff and the program.
- Maintains a close working relationship with CCCC Chief Financial Officer to provide the information for budget writing and the status of the budget to facilitate effective oversight of expenditures.
- Hears and resolves complaints about the program, seeking input from staff, parents, or CCCC Administration, as needed.
- Completes and submits regular reports to the funding sources and President.
- Maintains open lines of communications internally and externally.
- Assures that classrooms and playgrounds meet health and safety requirements.
- Involvement in college/community activities is emphasized along with participation in 1-2 CCCC Committees.
- Other duties as assigned by supervisor.

**GENERAL INFORMATION:** A complete application shall consist of cover letter, resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and copy of 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.** Applications should be submitted 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 Vice President of Academics, Cankdeska Cikana Community College, (701)766-1133 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**