



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

Vanessa Thomas
Human Resources Director

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VACANCY ANNOUNCEMENT

Position Title: Head Start Office & Data Coordinator
Supervisor: Head Start Director
Opening Date: May 31, 2019
Closing Date: June 14, 2019
Salary: DOQ

QUALIFICATIONS:

- Minimum of an Associate Degree in Business, Computer Information Technology, or related field; Bachelor's degree preferred.
- Submit verification of current immunizations.
- Must maintain CPR and First Aid certification.
- 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.
- Must give written consent for and participate in mandatory and random drug testing as prescribed by the CCCC's Human Resources personnel handbook and in consideration of the Head Start Performance Standards of Conduct, 1304.52 (h) (1).
- Identify if you have been a former or current Head Start parent(s), in accordance with Head Start regulation 1304.52, 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: Appointment will be subject to the applicant's successful completion of a background check.

JOB DUTIES & RESPONSIBILITIES:

- Responsible to learn, implement and monitor all the Head Start program software and equipment utilized for data tracking and reporting of all Head Start Performance Standards.
- Responsible to assist by training the staff in data entry and monitoring of monthly ChildPlus.net, Teaching Strategies Gold and other related software; including assisting with the monitoring of monthly data entries needed for reports for Policy Council, Director and CCCC President.
- Coordinate and implements Head Start program databases, tracking and monitoring tools and develops reports as identified by Specialists and Director.
- Maintains and monitors reports of Head Start program compliance with Federal, State, local standards and Head Start Performance Standards including: monthly reporting, assessments, data collection, community assessment, self-assessment; child reports, including ChildPlus.net, Strategies Gold, and other information software and databases.
- Responsible for training the Secretary and monitoring the electronic record keeping and reporting system and hard copy files as per the Head Start Performance Standards and Director.
- Assists with ERSEA and child data reporting as identified in the Head Start Performance Standards.
- Coordinate technology work orders and reports for the Head Start program with the CCCC Information Technology and Security staff.
- Responsible to assist with the arrangement of staff, child and facility monitoring, trainings and/ or certifications for Head Start compliances, licensing and other certifications as identified.
- Assure data tracking for the children and emergency policy monitoring in response to ensure health and facility safety and meeting of Head Start program
- To represent the CCCC Head Start program with data tracking for the community based Health Advisory Committee and Family Services Committee as identified in the Head Start Performance Standards.
- Responsible to assist with Head Start Program Design and Management systems including: planning, community assessment, self-assessment, program information reports, grant writing, etc.
- Responsible to participate in a Professional Development Plan as identified in the Head Start Performance Standards.
- To follow Head Start program confidentiality policies and rules of conduct concerning information about children, families or other staff.
- To accept other duties as identified by the Director.

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 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

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 Director of Student Success, Cankdeska Cikana Community College, (701)766-1305 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1473 Chicago, IL 60661.

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