



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

Human Resource Office

Vanessa Thomas, HR Director

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www.littlehoop.edu

VACANCY ANNOUNCEMENT

Position Title: Teacher (Full-time)
Wakanheza Oti (Sacred Children's Place)
Supervisor: Director
Opening Date: April 13, 2017
Closing Date: Open Until Filled
Salary: DOQ

QUALIFICATIONS:

- Prefer Bachelor's degree in Early Childhood Education, Elementary Education, and/or teaching degree. *Minimum of an Associate's degree in Early Childhood Education, Elementary Education, or related field with two or more years of work experience in a daycare setting, classroom teaching, or assistant teaching experience.*
- Strong verbal and written communication skills.
- Commitment to professional standards of confidentiality.
- Current CPR & First Aid Certification or willing to pursue certification.
- Flexible work schedule (available to work evening shift), as needed.
- Current health physical within the past six months verifying approval to provide childcare.
- Completed and provide documentation of Mantoux Tuberculosis testing (TB) with application.

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

JOB DUTIES & RESPONSIBILITIES:

- Provide childcare to appropriate child to teacher ratio.
- Develop consistent, stable, and supportive relationships with infants and toddlers.
- Provide supervision of Teacher Assistant(s) in classroom.
- Promote health and safety for the children.
- Foster an environment for age appropriate learning.
- Promote respect for individual temperament.
- Foster an environment of comfort and offer choices.
- Promote the importance of social, emotional, cognitive, and physical growth.
- Must be able to communicate effectively and positively with children and adults.
- Must be able to work independently and work toward educational growth.
- Complete and submit required forms and records timely and accurately, e.g., lesson plans, portfolios, assessment, time sheets, meal reports etc.
- Assure that files are complete, accurate, and confidentially maintained.
- Enhance professional growth and development through participation in educational programs in-service meeting and/or workshops.
- Participate in training to increase knowledge of Dakota culture and language.
- Other duties as assigned by 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 a 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 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.

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