



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 Assistant/Classroom Assistant (Part-time/Full-time)
Supervisor: Early Head Start Teacher
Opening Date: April 30, 2018
Closing Date: Continuous & Ongoing
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.
- Submit verification of current immunizations.
- 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.
- Submit 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, 1302.90 (c) (1).
- Identify if you have been a former or current Head Start parent(s), in accordance with Head Start regulation 1302.90 (b) (6), current or former Head Start parents are given preference for employment for which they are qualified.

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

JOB DUTIES & RESPONSIBILITIES:

- Participate in grantee and pre-service training and on-going trainings.
- Assist Teacher with implementation of Creative curricula of Early Head Start and Head Start components in the classroom.
- Assist the Teacher with Head Start Performance Standards and the program, including Teaching Strategies Gold, Class, ChildPlus.Net, Child Portfolios, Lesson Plans, PIR (Program Improvement Report), Self-Assessment, Community Assessment, School Readiness, etc.
- Assist the Teacher, guide and facilitate activities of the children, including: daily activities, field trips, selecting and arranging equipment and materials in the classroom.
- Cooperate as a team member with other staff and classroom groups to maintain the smooth functioning of the center, which at times may require changes to meet the needs of the children.
- Support an atmosphere that promotes and reinforces parental involvement in the classroom.
- Responsible to ride the bus route with driver and follow transportation Head Start Performance Standards before, during and after the scheduled bus route.
- Responsible to refer all parent/guardian questions to classroom Teachers.
- Responsible to assist with all cleaning, sanitation, storage, deliveries and distribution of food and classroom supplies, toys and equipment.
- Responsible to assist bus driver and teacher with the program monitoring and to adhere to the Head Start Performance Standards and personnel policies.
- Responsible to assist staff with locating and or transferring paperwork to and from bus and teachers.
- Participates in all training as provided by the Teacher and Head Start Specialists or Director.
- Responsible to follow Head Start program confidentiality policies concerning information about children, families or other staff.
- Responsible to respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion and disability.
- Responsible to assist with the use of positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation.
- To participate in the Head Start program's random drug and alcohol testing system.
- To accept other duties as identified by the Teacher.

GENERAL INFORMATION: A complete application shall consist of 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

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 Dean of Academics, Cankdeska Cikana Community College, (701)766-1309 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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