



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

VACANCY ANNOUNCEMENT

Position Title: Assistant Teacher (Part-time)
Wakanheza Oti (Sacred Children's Place)

Supervisor: Director

Opening Date: January 12, 2018

Closing Date: Open Until Filled

Salary: DOQ

QUALIFICATIONS:

- Prefer Associate's degree in Early Childhood Education, Elementary Education, or related field. *Minimum High School diploma or GED.*
- Preference given to an individual with 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 primary childcare for children in the daycare (infants/toddlers).
- Responsible for setting up the environment for indoor and outdoor activities for the day.
- Provide an environment that allows for exploration.
- Promote health and safety for the children.
- Promote the importance of social, emotional, cognitive, and physical growth.
- Develop supportive relationships with the children in the daycare.
- Use developmentally appropriate practices to facilitate activities.
- Participate in various training and in-services that may be offered for college faculty and staff development.
- Participate in training to increase knowledge of the 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 high school diploma/GED/or 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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