



Position Title: Head Start/Early Head Start Lead Teacher
Salary: \$20.00 + DOQ **Supervisor:** Education Manager
Opening Date: December 17, 2024 **Closing Date:** Until Filled

QUALIFICATIONS:

- Associate degree in Early Childhood Education or similar degree. *Bachelor's Degree in Early Childhood Education Preferred.*
- Experience working with children aged 6 weeks to 5 years old in a classroom setting.
- Familiarity with *Creative Curriculum*, *Teaching Strategies GOLD*, and *ChildPlus* systems.
- Knowledge of Head Start Program Performance Standards and IDEA requirements.
- Strong understanding of active supervision practices and safety protocols.
- Cultural awareness and sensitivity to Dakota values, traditions, and language.
- Strong organizational, communication, and teamwork skills.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Assist in planning and implementing age-appropriate activities using the Creative Curriculum framework to promote physical, social-emotional, cognitive, and language development.
- Conduct observations and assessments of children's developmental progress using Teaching Strategies GOLD to guide individualized instruction.
- Use ChildPlus to document and track program data, attendance, and child development progress.
- Follow and uphold the CCCC Head Start Code of Conduct, demonstrating professionalism, ethical behavior, and confidentiality at all times.
- Ensure compliance with Head Start Program Performance Standards and organizational policies to create a high-quality early learning environment.
- Practice and promote *active supervision* at all times to ensure the safety and well-being of all children in the classroom and during transitions.
- Maintain appropriate child-to-adult ratios and engage with children through meaningful interactions to prevent incidents or risks.
- Support program compliance through active participation in lesson planning, implementation, and evaluation processes.
- Assist in adapting curriculum and instructional strategies to accommodate children with disabilities and developmental delays.
- Collaborate with specialized staff, families, and community resources to create individualized plans that support children's inclusion and success.
- Provide a safe, stimulating, and inclusive environment where all children feel valued and encouraged to explore and learn.
- Demonstrate respect for Dakota values, traditions, and cultural practices, integrating these into the classroom environment and activities.
- Foster an inclusive and culturally aware environment that reflects and celebrates the identities of all children and families.
- Use evidence-based practices to support children's development across all domains.
- Foster positive relationships with families through effective communication and collaboration.
- Support families in understanding and enhancing their child's development and learning.
- Ability to lift up to 40 pounds and participate in activities at children's eye level.
- Regularly kneeling, bending, and sitting on the floor as part of classroom interactions.
- Participates in family engagement activities outside of normal work schedule.
- Other duties as assigned.

GENERAL INFORMATION: A complete application shall consist of cover letter, current curriculum vitae or 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 701.766.1309 or visit our website at www.littlehoop.edu.

12/17/2024

Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.