

# Vacancy Announcement



CANKDESKA CIKANA  
COMMUNITY COLLEGE

Spirit Lake Tribe

**Position Title:** Head Start/Early Head Start Lead Teacher

**Salary:** \$20.00/hour + DOQ

**Supervisor:** Education Manager

**Opening Date:** January 5, 2026

**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](http://www.littlehoop.edu).

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to [vanessa.thomas@littlehoop.edu](mailto:vanessa.thomas@littlehoop.edu)

Visit our website [www.littlehoop.edu](http://www.littlehoop.edu) for an online application

1/05/2026

Think Dakota  
Live Dakota