

Vacancy Announcement



CANKDESKA CIKANA
COMMUNITY COLLEGE
Spirit Lake Tribe

Position Title: Head Start/Early Head Start Teaching Assistant

Annual Salary: \$34,840 - \$42,120 (DOQ) **Supervisor:** Education Manager

Opening Date: February 9, 2026

Closing Date: Until Filled

QUALIFICATIONS:

- High School Diploma or GED.
- *Associate degree in Early Childhood Education or Child Development Credential Preferred.*
- Experience working with children aged 6 weeks to 5 years old.
- Culturally aware and sensitive to Dakota values, traditions, and language.
- Excellent communication, organizational, and teamwork skills.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Assist the Lead Teacher with daily classroom operations, including lesson planning and implementation using the *Creative Curriculum*.
- Conduct child observations and help document developmental progress using *Teaching Strategies GOLD*.
- Input and manage classroom and child data in *ChildPlus*, ensuring accuracy and compliance with program requirements.
- Support classroom activities in alignment with the Head Start Program Performance Standards to promote school readiness and holistic development.
- Follow and uphold the CCCC Head Start Code of Conduct, demonstrating professionalism, ethical behavior, and confidentiality at all times.
- Practice *active supervision* at all times to ensure the safety and well-being of children during activities, transitions, and outdoor play.
- Maintain appropriate child-to-adult ratios and remain engaged with children to prevent incidents and ensure a safe learning environment.
- Assist in adapting materials, activities, and teaching strategies to meet the needs of children with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA).
- Collaborate with the Lead Teacher and specialized staff to implement individualized plans and ensure inclusive classroom practices.
- Support the integration of Dakota values, traditions, and language into daily classroom routines and activities.
- Create an inclusive environment that respects and celebrates the cultural identities of children, families, and staff.
- Assist in creating a classroom environment that promotes exploration, curiosity, and learning through age-appropriate activities and interactions.
- Use positive guidance techniques to support children's social-emotional development and foster positive relationships.
- Build respectful and supportive relationships with families to enhance their involvement in their child's learning and development.
- Communicate effectively with families about their child's progress and classroom activities.
- Actively participate in staff meetings, professional development, and training opportunities to enhance knowledge and skills.
- Work collaboratively with the Lead Teacher and other staff to create a high-quality early learning environment.
- 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.
- Occasional bus monitoring duties, as needed.
- 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.

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to vanessa.thomas@littlehoop.edu

Visit our website www.littlehoop.edu for an online application

2/9/2026

