

# Vacancy Announcement



CANKDESCA CIKANA  
COMMUNITY COLLEGE

Spirit Lake Tribe

**Position Title:** Coach/Mentor (Readvertised)

**Salary:** \$23.00/hour + DOQ

**Supervisor:** Education Manager

**Opening Date:** January 5, 2026

**Closing Date:** Until Filled

## **QUALIFICATIONS:**

- Bachelor's degree in Early Childhood Education, Elementary Education, Child Development, or a related field. A Master's degree is preferred.
- Minimum of three years of experience teaching in an early childhood education setting.
- Experience in coaching, mentoring, or providing professional development to adult learners is highly desirable.
- Culturally aware and sensitive to Dakota values, traditions, and language.
- Strong interpersonal and communication skills, with the ability to build trusting relationships with staff.

## **SUMMARY OF JOB DUTIES & RESPONSIBILITIES:**

- Implement the Practice-Based Coaching (PBC) model to support education staff in improving teaching practices.
- Conduct regular classroom observations to assess teacher-child interactions using tools such as the Classroom Assessment Scoring System (CLASS).
- Provide individualized coaching, including goal setting, action planning, focused observation, and reflection/feedback sessions.
- Model effective teaching strategies and classroom management techniques during in-class support sessions.
- Assist teachers in developing and executing their individualized professional development plans.
- Facilitate group training sessions and workshops on topics related to early childhood education, curriculum implementation, and best teaching practices.
- Support staff in understanding and applying the Head Start Early Learning Outcomes Framework (ELOF) in their daily practices.
- Encourage continuous learning by providing resources and opportunities for professional growth.
- Work collaboratively with the Education Manager, Disabilities & Mental Health Coordinator, and Family Services staff to ensure a holistic approach to child development.
- Participate in interdisciplinary team meetings to discuss and plan for the needs of children and families.
- Maintain open and effective communication with all staff members to promote a positive and collaborative work environment.
- Maintain accurate and up-to-date coaching logs, observation notes, and professional development records.
- Analyze data from observations and assessments to inform coaching strategies and professional development planning.
- Prepare reports as required for program monitoring and evaluation purposes.
- Ensure that coaching practices align with the Head Start Program Performance Standards and other relevant regulations.
- Participate in program self-assessment and continuous quality improvement initiatives.
- Stay informed about current research and best practices in early childhood education and coaching methodologies.

**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

6/05/25

