

Vacancy Announcement



**CANKDESKA CIKANA
COMMUNITY COLLEGE**
Spirit Lake Tribe

Position Title: Before & After Care Provider

Salary: \$20.00/Hour

Supervisor: Partnership Project Coordinator

Opening Date: July 11, 2025

Closing Date: Until Filled

QUALIFICATIONS:

- High school diploma or GED.
- Ability to lift and carry up to 30 pounds.
- Must pass background checks and meet health requirements as mandated by Head Start regulations.
- Demonstrated reliability and punctuality.
- *Preference will be given to elders of the Spirit Lake Community.*

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Provide direct supervision and care for children from arrival to classroom transition (morning) and from classroom dismissal to pick-up (afternoon).
- Maintain a safe and clean environment at all times.
- Practice active supervision by remaining within sight and sound of children at all times.
- Greet parents and guardians warmly during drop-off and pick-up; communicate in a respectful and friendly manner.
- Model and promote respect for Dakota cultural values, traditions, and language within daily interactions.
- Support children in transitions and other basic needs with sensitivity and care
- Follow all health, safety, and confidentiality policies as outlined by CCCC Head Start and Head Start Program Performance Standards.
- Participate in ongoing professional development and training as required.
- Communicate effectively with other staff and report any concerns to the appropriate supervisor.

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

7/11/25 *Think Dakota*

