

Vacancy Announcement



CANKDESKA CIKANA
COMMUNITY COLLEGE

Spirit Lake Tribe

Position Title: Instructional Coach

Annual Salary: \$45,760 - \$54,080 (DOQ)

Supervisor: Head Start Education Manager

Opening Date: February 9, 2026

Closing Date: Until Filled

QUALIFICATIONS:

- Associate's Degree in Early Childhood Education with at least 5 years of Lead Teacher experience; or
- Bachelor's Degree in Early Childhood Education or Elementary Education with at least 3 years of Lead Teacher experience.
- Demonstrated understanding of instructional coaching models or the ability and willingness to research, adopt, and implement an effective coaching model.
- Strong knowledge of developmentally appropriate practice in early childhood settings.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Provide individualized coaching to teaching staff, including goal setting, action planning, focused observations, and reflective feedback sessions.
- Conduct regular classroom observations to assess instructional practices and learning environments.
- Model effective teaching strategies and positive classroom management techniques during in-class support sessions.
- Support teachers in implementing curriculum with fidelity while honoring individual classroom and child needs.
- Assist teachers in developing, implementing, and monitoring individualized professional development plans.
- Facilitate group training sessions and workshops related to early childhood education, curriculum implementation, and best teaching practices.
- Support continuous improvement through reflective practice and adult learning principles.
- 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, evaluation, and compliance.
- Ensure coaching practices align with Head Start Program Performance Standards (HSPPS) and other applicable regulations.
- Support staff in understanding and applying the Head Start Early Learning Outcomes Framework (ELOF).
- Work collaboratively with teachers, education staff, and program leadership to support instructional quality.
- Demonstrate strong interpersonal skills, professionalism, and a positive, solution-focused approach.
- Serve as a supportive and flexible team member, willing to assist where needed to meet program goals.
- Stay informed about current research, evidence-based practices, and coaching methodologies in early childhood education.
- Strong communication, coaching, and reflective feedback skills.
- Ability to build trusting, respectful relationships with staff.
- Collaborative mindset and positive team presence.
- Organized, detail-oriented, and able to manage multiple responsibilities.

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

Think Dakota



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