

Vacancy Announcement



CANKDESKA CIKANA
COMMUNITY COLLEGE
Spirit Lake Tribe

Position Title: Head Start Education Manager (Readvertised)

Salary: \$25.00/hour + DOQ

Supervisor: Head Start Director

Opening Date: January 5, 2026

Closing Date: Until Filled

QUALIFICATIONS:

- Minimum a Bachelor's Degree in Early Childhood Education or Elementary Education.
- Minimum of 3 years of classroom teaching.
- *Master's degree preferred.*
- Must maintain CPR and First Aid certification.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Participates in interviewing, hiring, training, supervising, evaluating and monitoring all classroom staff.
- Maintains and monitors staffing at appropriate child to staff ratio.
- Assist classroom staff with the implementation of ChildPlus, Teaching Strategies Gold, and the Creative Curriculum.
- Assist all classroom staff in the completion of required educational requirements, such as home-visits and parent-teacher conferences.
- Maintains classroom compliance with Federal, State, local standards and the Head Start Program Performance Standards relative to reporting, assessments, data, and systems management.
- Assists with ERSEA and child portfolios per the Head Start Program Performance Standards.
- Responsible to ensure all classroom staff complete a Professional Development Plan as identified in the Head Start Program Performance Standards.
- Provide ongoing training and professional development to support staff in fulfilling their roles and responsibilities.
- Support all teaching staff in their day to day operations, such as classroom observations/feedback and best practices in ECE.
- Ensure all educational staff, educational consultants, and/or educational contractors have sufficient knowledge, training, and experience to fulfill the duties of their assigned roles.
- Develop educational plans with classroom staff to obtain proper credentials and degrees per the Head Start Program Performance Standards.
- Develop and maintain memorandums of understandings for any educational services needed.
- Establish partnerships with Local Education Agencies to create and maintain school readiness plans per the Head Start Program Performance Standards.
- Willingness to complete training and certification in CLASS, as well as perform required CLASS observations.
- Provide supervision over the Coach/Mentor, in ensuring the individual receives all required training and support to successfully perform their job.
- Assist the Family Services Advocates, Local Education Agencies, Disabilities & Mental Health Coordinator, Health Coordinator, and families in transition plans for all children.
- Assist with the development and/or revision of policies and procedures to ensure compliance.
- Practice confidentiality for all families, children, and staff.
- Ensure all classroom staff have adequate knowledge and understanding of their role as a mandated reporting, including the procedure for filing a report of suspected child abuse or neglect (960).
- Use and promote positive methods of child guidance.
- Assist all educational staff in the usage of Dakota culture, language, and values.
- 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

12/10/25 (Revised)

Think Dakota



Live Dakota