



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
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JOB ANNOUNCEMENT #149259

JOB TITLE: Teacher, Talented & Gifted (TAG), 1 Position
OPENING DATE: JUNE 11, 2018 JUN 11 2018
CLOSING DATE: JUNE 25, 2018 OR UNTIL FILLED
SALARY RANGE: Education Compensation Plan
SUPERVISOR: School Principals
TYPE OF EMPLOYMENT: Regular Full Time, 210 Days
JOB LOCATION: Bogue Chitto/Tucker/Red Water School

SCOPE OF SERVICE:

The Talented and Gifted (TAG) Teacher facilitates learning and expression in accordance with the provisions of each student's Individualized Education Plan (IEP). The teacher is responsible for working cooperatively with the centralized special education staff and with the school principal and regular classroom teachers to ensure that all program goals and objectives are implemented in an effective manner.

DUTIES AND RESPONSIBILITIES:

1. To inform teachers and parents of TAG referral/placement policies, procedures, objectives, and schedules.
2. Coordinate local survey committee meetings (Bogue Chitto, Choctaw Central High School, Choctaw Central Middle School, Conehatta, Pearl River, Red Water, Standing Pine, and Tucker).
3. Work with teachers, principals and transportation personnel on a continuous basis to ensure that the individual needs of eligible students are met.
4. Will maintain an Individualized Educational Plan (IEP) for all TAG students.
5. Work with Special Education Screening Team to develop testing schedules, policies, and procedures.

6. **Work with school and communities on other special interest activities and projects.**
7. **Develop and upgrade programs and make revisions as needed.**
8. **Conduct and provide enrichment support for summer programs.**
9. **Meet classes and instruct students at the location and time designated.**
10. **Conduct a resource type program enabling students to participate in enrichment activities. Activities will be developed to enhance the integration of advanced content and individual student interests, utilizing higher level thinking exercises, leadership skills, and creative expressions.**
11. **Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the learners.**
12. **Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.**
13. **Create a school and classroom environment that reflects the Choctaw Culture.**
14. **Implement by instruction and action the system's philosophy of education and instructional goals and objectives.**
15. **Strive for excellence in educational standards and demonstrate high expectations for learners' academic progress.**
16. **Prepare for classes assigned and show written evidence of preparation.**
17. **Obtain and use information about the needs and progress of individual learners.**
18. **Organize instruction to take into account individual differences among learners and specific goals listed on Individualized Education Plans.**
19. **Demonstrate enthusiasm for teaching, learning, and the subject(s) being taught.**
20. **Use a variety of instructional techniques, strategies, and media related to the lesson.**
21. **Integrate Choctaw Culture-specific content into subject matter instruction.**
22. **Demonstrate ability to work with individuals, small groups, and large groups.**
23. **Demonstrate ability to work with an instructional aide and maintain effective working relationships with regular classroom teachers.**

24. Reinforce and encourage student involvement in instruction.
25. Assist learners to develop positive self-concepts.
26. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
27. Assist the administration in the implementation of all policies, school rules governing student life and conduct develop reasonable rules of behavior and maintain order in a fair and just matter in the classroom.
28. Remain knowledge of developments in the field by reading current literature, attending professional association meetings, conferences, and discussing developments and problems of mutual interest with others in the field.
29. Participate in staff development activities as required by supervisor and system policies.
30. Participate in staff meetings and serve on committees as required.
31. Demonstrate sensitivity to the Choctaw community by participating in community functions.
32. Make provisions for being available to students and parents for education-related purposes outside the instructional day when necessary and under reasonable terms.
33. Establish an open line of communication with students, parents, and colleagues concerning both academic and behavioral progress of all students.
34. Use acceptable written and oral expressions in all communications with educators, students, and parents.
35. Maintain an open line of communication between the school and parent or legal guardian.
36. Establish and maintain cooperative professional relations with others.
37. Perform other duties as assigned by the supervisor.

QUALIFICATIONS:

1. Possess a valid Class "A" or "AA" Teacher License issued by the Mississippi State Department of Education with Talented & Gifted endorsement.
2. B.S. or M.Ed., in education.

3. Ability to work in a rural school system with bilingual students.
4. Excellent communication skills and an academic record that can withstand critical review.
5. Employee in this position is subject to random drug testing.
6. Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.
7. Must possess a valid Mississippi Driver's License, adequate transportation and personal automobile liability insurance.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved as follows:

Further bolstering this Native American Preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The Authority to waive Native American Preference Laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any Executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

**Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033 – Choctaw Branch
Choctaw, Mississippi 39350**