



## CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS  
P.O. BOX 6008  
CHOCTAW, MS 39350  
PHONE (601) 650-7302  
FAX (601) 656-9454

### JOB ANNOUNCEMENT #528283

**JOB TITLE:** School Psychologist  
**OPENING DATE:** JUNE 11, 2018 **JUN 11 2018**  
**CLOSING DATE:** JUNE 25, 2018 OR UNTIL FILLED  
**SALARY RANGE:** Education Compensation Plan  
**TYPE OF EMPLOYMENT:** Regular Full Time, 250 Days  
**SUPERVISOR:** Exceptional Education Coordinator  
**JOB LOCATION:** Department of Schools

#### Scope of Service:

The school psychologist will be part of a centralized, professional service team for the Choctaw Tribal School system including the Choctaw Early Intervention Program. As a Psychologist, employee works directly with the Choctaw students performing psycho-educational evaluations and achievement testing in accordance with the provisions of Public Law 94-142. Additional functions will include participation in the evaluation and re-evaluation of students, individual counseling, and participation as a member of the screening team for the early intervention referrals.

#### Duties and Responsibilities:

1. Conducting comprehensive psychological evaluations that include but are not limited to the assessment of intellectual, developmental, academic, social/emotional and behavioral status.
2. Assessment and data collection by use of informal or non-standardized evaluation techniques.
3. Interpreting and utilizing assessment data for the purpose of writing psychological reports and developing written intervention plans.
4. Counseling students individually and in groups.
5. Providing crisis intervention.
6. Participation as a member of the Student Service Team.
7. Participation on school and district committees.

8. Participation in the development of short and long term goals for the school psychological services program.
9. Assisting parents in locating available educational and mental health resources.
10. Consulting with parents regarding psychoeducational information and interventions.
11. Consulting with teachers and administrators regarding specific students.
12. Assisting in the development of teacher implemented interventions.
13. Participating in the development of educational and community outreach activities.
14. Select appropriate tests and assessment procedures.
15. Report information concerning student behaviors exhibited during testing.
16. Report results yielded by assessment instruments in a timely and accurate manner.
17. Provide appropriate recommendations that address the needs of the student.
18. Provide verbal interpretations of assessment data to parents, teacher(s), educational personnel, and student (when appropriate).
19. Remain current in the field through participation in continuing education, professional journals, and maintenance of any licensure requirements.
20. Adhere to professional standards and confidentiality regulations outlined by Public Law 94-142 and the school system.
21. Use acceptable written and oral expression in psycho educational reports and communications with parents and educators.
22. Participate in local effort to develop appropriate norms and appropriate modes of psycho educational assessment which take into account the cultural and linguistic differences of Choctaw children.
23. Serve as a member of the special education screening team.
24. Participate in Multi-disciplinary committee meetings on initial placement of children in to early intervention program.
25. Attend required staff development sessions and staff meetings.
26. Perform other duties as assigned by supervisor.

**Qualifications:**

1. Possess a valid Class "AAA" Educator License issued by the Mississippi State Department of Education with appropriate endorsements in school psychology.

**Other Qualifications:**

1. 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.
2. Knowledge of and demonstrated experience in the provision of appropriate diagnostic and psychological counseling services for handicapped students.
3. Knowledge of and demonstrated experience in the conduct of psycho educational evaluations in accordance with the provision of P.L. 94-12.
4. Knowledge of and demonstrated experience in the development of individualized educational plans for handicapped students in accordance with the provisions of P.L. 94-142. and demonstrated experience in the development of individualized

educational plans for handicapped students in accordance with the provisions of P.L.94-142.

5. Excellent communication skills and an academic record that can withstand critical review.
6. Preference for prior work experience in developing local norms for evaluation instruments and experience with early intervention programs and special education.
7. Employee in this position is subject to random drug testing.
8. Preference for prior experience with rural bilingual student population.
9. Possess and maintain a valid Mississippi Driver's License, personal automobile liability insurance and personal transportation.

**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