Job Announcement #131207

Position Title: Center Director

Salary: Grade 10

Supervisor: Director, DOECE

Type of Employment: Regular Full Time

Job Location: Bogue Chitto Early Childhood Center

Opening Date: MARCH 01, 2019

Closing Date: MARCH 15, 2019 OR UNTIL FILLED

Scope of Service:
The Early Childhood Education Center Director is responsible for the total operation of the center. This includes each phase of the program such as transportation, meals, classroom operation, supervision of staff, parent activities, etc. The Center Director will also be responsible for working in the classroom to ensure that all department goals and objectives are implemented in an effective manner.

Duties and Responsibilities:
1. Open Center.
2. Supervise all center staff.
3. Keep attendance records and submit T&A’s as requested by Director.
4. Complete all necessary report and records as directed.
5. Submit all records and reports as directed.
6. Continuously update program tracking tools such as health control sheet, social services, and in-kind.
7. Submit monthly reports information efficiently.
8. Document all center related activities.
9. Coordinate all components of the Choctaw Head Start Center.
10. Coordinate activities with local CHS and Tribal Programs.
11. Maintain and secure all confidential documents.
12. Schedule physical and follow-up referral action for children in the center.
13. Check the rooms, center, and playground for safety/vandalism.
15. Conduct training for center staff as needed.
16. Schedule and conduct staff meetings twice a month.

"Choctaw Self-Determination"
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 this 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 waiver 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 the 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, MS 39350