



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 #400279

JOB TITLE: Welding Instructor
SALARY: Education Compensation Plan
SUPERVISOR: CTEC Administrator
TYPE OF EMPLOYMENT: Regular Full Time, 210 Days
JOB LOCATION: CTEC
JOB OPENING: NOVEMBER 12, 2020 **NOV 12 2020**
JOB CLOSING: DECEMBER 01, 2020 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

The Welding Instructor is responsible for providing instruction for students at the Choctaw Career and Technical Education Center. The Instructor will be responsible for providing instruction related to current curriculum. In addition to instructing students, as a shop facilitator the employee will be responsible for basic maintenance and upkeep of program equipment, security, and safety equipment, inventory of equipment, and training to students the safe use of all program equipment. All classes focus on being college and career ready.

DUTIES AND RESPONSIBILITIES

1. Meet classes and instruct students at the location and time designated.
2. Create a classroom environment that is conducive to learning and appropriate to the curriculum and interest of students.
3. Create a school classroom environment that reflects the material and culture of the Choctaw people.
4. Take necessary and responsible measures to protect, students, equipment, materials, and facility.
5. Implement by instruction and action the system's philosophy of education and instructional goals and objectives.

6. Prepare for classes assigned and show written evidence of preparation.
7. Strive for excellence in education standards and demonstrate high expectations for learner's academic objectives.
8. Obtain and use information about needs and progress of individual learners.
9. Organize instruction to take into account individual differences among learners.
10. Demonstrate enthusiasm for teaching, learning, and the subject being taught.
11. Use variety of instructional techniques, strategies, and media related materials for instruction.
12. Providing personal protection and safety to students who may be in need of first aid or medical attention in accordance with Choctaw Tribal Schools' policies and procedures.
13. Assure that all job duties are performed to employer standards, which involve completing job duties.
14. Perform other duties as assigned by the supervisor

QUALIFICATIONS:

1. Applicant must hold a valid 975 Welding endorsement from the MS Department of Education
2. or hold a two-year degree with a "C" or higher average in the field of welding. If you hold a two-year degree, you must enroll in the VIP program to be eligible for a teaching license.
3. Applicants with a two-year degree, must have at least three years experience in the welding field.
4. Ability to work in a rural school system with bilingual students
5. Excellent communication skills
6. Complete criminal background checks on county, state, and national level. Any record nor convection of criminal or child abuse charges will result in immediate termination.
7. Employee is subject to random drug testing.
8. Must possess a valid Mississippi Driver License, adequate transportation and personal automobile liability insurance.
9. Must be in good physical health and ability to do work related to the welding program.

10. Participate in on-going professional development in order to stay current with professional field.

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:

Notwithstanding this Native American Preference, MBCI will employ non MBCI members only when no qualified member of the MBCI can be recruited, trained, or upgraded to fill a given job vacancy within reasonable period of time at a reasonable cost, and then only when a waiver of Native American Preference has been secured from the committee of Human Resource, Training and Development on a case by case basis.

The Authority to waiver Indian Preference Laws can only be exercised by the Committee on Human Resources, Training and Development, and the Committee will exercise its discretion to do so only when a motion is made by a committee member to support such a waiver and the Committee determines by viewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a Non-MBCI member can be made by the Committee only for as long as the non-BMCI member remains in the position for which the waiver was granted. The waiver does not apply to other openings for which the non-MBCI member or other Native American may have interest in 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 that any specific applicant other than the one for which the waiver is sought, be employed.