



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
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JOB ANNOUNCEMENT #075275

JOB TITLE: Choctaw Literacy Teacher

OPEN DATE: SEPTEMBER 02, 2020 SEP 02 2020

CLOSING DATE: SEPTEMBER 16, 2020 OR UNTIL FILLED

SALARY: Education Pay Plan

SUPERVISOR: School Principal

TYPE EMPLOYMENT: Regular Full Time, 210 Days

JOB LOCATION: Choctaw Central Middle School

SCOPE OF SERVICE: The Choctaw Literacy teacher will be responsible for teaching the Choctaw students about the Choctaw culture and language in the Choctaw Central Middle School and High School classes. The Choctaw Heritage is of great importance to the Choctaw People and is the very foundation for which MBCI stands. Students need to be made aware that being Choctaw is an honor and being knowledgeable about their heritage is very important.

DUTIES AND RESPONSIBILITIES

1. Teach students how to read and write the Choctaw language in the three orthographies.
2. Teach students the importance of the Choctaw heritage.
3. Create a school/classroom environment that reflects the culture of the Choctaw people.
4. Meet classes and instruct students at the location and time designated.
5. Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
6. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Prepare for classes assigned and have written evidence of preparation.

8. Strive for excellence in education standards and demonstrates high expectations for learners academic performance.
9. Obtain and use information about the needs and progress of individual learners.
10. Organize instruction to take into account individual differences among learners.
11. Demonstrate enthusiasm for teaching and learning and the subject being taught.
12. Use a variety of instructional techniques, strategies, and media related to the lesson.
13. Demonstrate ability to work with individuals, small groups, and large groups.
14. Help learners develop positive self-concepts.
15. Maintain accurate, complete, and correct records as required by law, system policy and administrative regulations,
16. Maintain close collaborative relationship with the MBCI Language and Culture Programs.
17. Establish a line of communication with students, parents, and colleagues concerning both academic and behavioral progress of all students.
18. Attend school professional development activities and faculty meetings as required.
19. Other duties as assigned by Supervisor.

QUALIFICATIONS:

1. Excellent communication skills and an academic record that can withstand critical review.
2. Must be able to fluently speak and read the Choctaw language.
3. Must have a certificate of no less than 30 hours of Choctaw literacy training from the Tribal Language Program of MBCI.
4. Must have at least an AA degree in elementary or secondary education or be willing to acquire one within five years of employment. Preference for Bachelor's degree.
5. Must have some computer skills, such as word processing and Excel or other spreadsheet.
6. Successfully pass 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. Employee in this position is subject to random drug testing.
8. Must possess a valid Mississippi Driver's License, adequate transportation, and proof of 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 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 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