



## 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 #430283

**JOB TITLE:** Special Needs Attendant

**OPENING DATE:** SEPTEMBER 02, 2020 **SEP 02 2020**

**CLOSING DATE:** SEPTEMBER 09, 2020 OR UNTIL FILLED

**SALARY RANGE:** TRIBAL PAY PLAN, GRADE 8

**SUPERVISOR:** School Principal

**TYPE OF EMPLOYMENT:** Regular Full Time, 210 Days

**JOB LOCATION:** Choctaw Central High School

#### SCOPE OF SERVICE:

The Special Needs Attendant is to convey information between school and community to encourage the understanding and sharing of individual student needs identified in the students individualized Education Plan (IEP). The Special Needs Attendant is to assist the teacher in the individual identified needs of specific students(s) to ensure students' participation in classroom activities as much as possible and maintaining the educational environment so that students may learn effectively.

#### DUTIES AND RESPONSIBILITIES:

1. Serve as the primary contact for special needs of the identified student(s).
2. Alert the teacher to special needs of individual students.
3. Assist the teacher in preparing and keeping the classroom in a neat and orderly manner.
4. Assure the care and safety of all students enrolled in the classroom at all times.
5. Assist teacher in developing a good working relationship with parents and the Choctaw community.
6. Serve as a good role model for students.
7. Supervise the class in case of emergency when the teacher has notified the office or another of his absence.
8. Provide bilingual translation as needed for both teacher and student.
9. Accompany the teacher on required home visits.
10. Keep written records of parent contacts, student behavior progress, assist in

implementation of student behavior plans.

11. Monitor and redirect student behavior as assigned.
12. Assist with training the student on appropriate behaviors in various situations.
13. Assist students moving to and from various activities.
14. Assist students in going to special activities.
15. Assist students with going to the bathroom.
16. Assist students with toileting and clean and change diapers, if needed.
17. Assist students with fine motor skills.
18. Participate and show competency in specific identified need of student(s) as listed in the IEP.
19. Participate in all required staff development sessions and staff meetings.
20. Demonstrate in all required staff development sessions and staff meetings.
21. Perform other duties as assigned by supervisor.

#### **QUALIFICATIONS:**

1. Enrolled members of the Mississippi Band of Choctaw Indians.
2. Experience working with students who require self-help assistance (e.g. feeding, toileting, dressing) preferred.
3. Must be able to speak both English and Choctaw to the extent necessary for classroom instruction.
4. Preference for prior or similar work experience.
5. Complete a background check on county, state and national levels. Any record of conviction of criminal or child abuse charges will result in immediate termination.
6. Employee in this position is subject to random drug testing.
7. Must possess a valid Mississippi Driver's License, adequate transportation and personal liability automobile insurance.
- 8.

**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 Naïve 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