Department of Early Childhood Education
Phone: 601-650-1680
Mississippi Band of Choctaw Indians
P.O. Box 6010
Choctaw, MS 39350

Job Announcement#449214

Position Title: Teacher (Head Start)

Salary Range: Grade 8 – AA in Child Development or Early Childhood Education
Grade 10- BA/BS in Child Development

Supervisor: Center Director

Type of Employment: Regular Full Time

Job Location: Red Water Early Childhood Center

Opening Date: **SEPTEMBER 28, 2020** SEP 28 2020

Closing Date: **OCTOBER 12, 2020 OR UNTIL FILLED**

SCOPE OF SERVICE:

All classroom staff employed with the Department of Early Childhood are responsible for ensuring the health, safety and well-being of the children enrolled in our program. They will be required to function as a contributing member of a center team and must adhere to and further the goals and objectives of the Department of Early Childhood. Additionally, they are all charged with the design and implementation of an age appropriate developmental program for each child assigned to their care.

DUTIES:

1. Prepare and implement daily lesson plans that reflect "best practices" early childhood in theory.

2. Design individual activities that are appropriate for the age and developmental level of each child.
3. Create a classroom environment that meets the social – emotional needs of each child and is a learning environment that projects warmth, safety and support.
4. Conduct daily activities in a manner that encourages free expression and enhances children's self-confidence, self-esteem and self-awareness.

5. Provide multicultural experiences that encourage appreciation and respect for the Choctaw culture as well as other cultural traditions.

6. Serve as a positive role model for children.

7. Provide daily basic childcare to include health checks, feeding and toileting

8. Maintain confidential records for each child to include required program documents as well as testing results and progress reports.

9. Maintain good rapport with parents/guardians through daily progress reports, parent conferences and home visits.

10. Demonstrate sensitivity to the community by participating in local community functions and attending center parent meetings.

11. Engage in ongoing career and staff development to improve personal and professional skills.

12. Support and adhere to the Mississippi Band of Choctaw Indian's Administrative Personnel Policy and Department of Early Childhood Education's Personnel Policies and Procedures.

13. Support and assist the center director and other staff in their ongoing job responsibilities.

14. Perform other duties as assigned.

QUALIFICATIONS:

1. In accordance with Federal Regulation:
   (i) No less than 50% of all Head Start teachers, nationwide, must have a baccalaureate degree in child development, early childhood education, or equivalent coursework.
   (ii) At least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648 (a)(3)(B) of the Act. – ***REQUIRED***

2. Must have a High School Diploma or General Equivalency Diploma (GED) - ***REQUIRED***

3. Must have a current Physical Examination, Proof of TB Skin Test result, current Immunization Form 121 upon initial hiring, and must renew accordingly. - ***REQUIRED***

4. Must have dependable transportation, a valid Mississippi Driver's License, and Liability Insurance as required by state law, and must renew accordingly. - ***REQUIRED***

5. Continued employment will be contingent upon satisfactory Child Abuse and Criminal Background Check. - ***REQUIRED***

6. Preference will be given those with work experience in Early Childhood.

7. Preference will be given those who are fluent in both Choctaw and English.

8. Preference will be given tribal members.

9. Must be able to meet the daily physical demands of bending, lifting at least 30 lbs. and engaging with children on the classroom floor and on the playground.

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