



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 #318296

JOB TITLE: Parent Educator

OPENING DATE: JULY 23, 2021 **JUL 23 2021**

CLOSING DATE: JULY 30, 2021 **OR UNTIL FILLED**

SALARY: Education Compensation Plan

SUPERVISOR: School Principal

TYPE OF EMPLOYMENT: Regular Full Time, 215 Days

JOB LOCATION: Pearl River Elementary School

SCOPE OF SERVICE:

The F.A.C.E. Parent Educator will provide personal visits with primary care providers of children prenatal to five years of age, using the Parents as Teachers Born to Learn Curriculum. This individual will also provide screenings, group meetings, and resource networking. It is a multi-faceted position which works in coordination with other Tribal Education and pre-school programs.

DUTIES AND RESPONSIBILITIES:

1. Attend a required one-week F.A.C.E. Implementation training in Parents as Teachers Born to Learn Curriculum. Pass all assessments during the training and complete a development chart. Attend all follow-up training as required.
2. Participate in required on-going professional development.
3. Implement the Born to Learn Curriculum in all personal visits.
4. Conduct personal visits (45-60 minutes) on a weekly or bi-weekly basis with each family.
5. Plan, gather materials, travel, conduct personal visits, and provide complete documentation.
6. Develop and maintain a trusting relationship with each family.

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7. Provide group meetings regarding child development, neuroscience, or a parenting topic once a month.
8. Be knowledgeable of community resources in order to provide links and referrals as needed.
9. Complete two screenings on each child every year.
10. Help parents and children transition to school-based pre-school or kindergarten.
11. Remain knowledgeable of developments in the field by reading current literature, attending professional association meetings and conferences, and discuss developments and problems of mutual interest with others in the field.
12. Participate in staff development activities as required by supervisor and system policies.
13. Attend staff meetings and serve on committees as required.
14. Perform other duties as assigned by supervisor.

Qualifications:

1. Enrolled member of the Mississippi Band of Choctaw Indians.
2. To be in compliance with the "No Child Left Behind Act", applicants must meet one of the following qualifications:
 - Completed at least 2 (two) years of study at an institution of higher education (a minimum of 60 academic hours) or;
 - Obtained an Associates of Arts Degree or higher or;
 - High School Diploma or G.E.D. and the Work Keys Assessment Test (Work Keys Assessment Test meets the rigorous standard of quality and can demonstrate through a formal state or local academic assessment knowledge of and the ability to assist in instructing, reading, writing, and mathematics or knowledge of the ability to assist in instruction, reading readiness, writing readiness, and mathematics readiness, as appropriate).
3. Able to learn the Born to Learn Curriculum and pass the information on to the parents.
4. Able to speak, translate, and understand both Choctaw and English Languages.
5. Possess excellent communication skills.
6. Be able to establish and maintain good rapport with families, children, and other staff members.

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- 7. Able to travel to required trainings and meetings.**
- 8. Be of highly organized skills and work well in a team.**
- 9. Complete 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.**
- 10. Employee in this position is subject to random drug testing.**
- 11. Must possess a valid Mississippi Driver's License, personal liability insurance, and adequate transportation.**

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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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 waive 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, MS 39350