



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 #337267

JOB TITLE: Elementary School Principal

OPENING DATE: MARCH 05, 2021 **MAR 05 2021**

CLOSING DATE: MARCH 19, 2021 OR UNTIL FILLED

SALARY: Education Compensation Plan

SUPERVISOR: Director, Division of Schools

TYPE OF EMPLOYMENT: Regular Full Time, 240 Days

JOB LOCATION: Red Water Elementary School

SCOPE OF SERVICE:

To provide leadership, administrative skills and supervision in the implementation and updating of all instructional management plans in promoting the educational development of each student from Pre-K through 8 grade.

DUTIES AND RESPONSIBILITIES:

1. Serve as the instructional leader of the school.
2. Plan, organize, and direct the implementation of all school activities.
3. Keep the coordinator of instruction informed of the school's activities and difficulties.
4. Make recommendations to the Director, Division of Schools concerning instruction as appropriate to the school's administration.
5. Prepare or supervise the reports, records, lists and all other paperwork required as appropriate to the school's administration.
6. Work with various members of the instructional support staff, such as, transportation/custodial services and food services.
7. Keep the Director, Division of Schools informed of events and activities of an unusual

nature as well as routine matters related to the school.

8. Assume responsibilities for the implementation and observance of all procedures.
9. Maintain active relationships with students and parents.
10. Demonstrate quality time management skills.
11. Supervise all staff that relate to the school's educational program.
12. Lead in the development, determination of appropriateness, and monitoring of the instructional program.
13. Schedule classes to meet student needs and accreditation standards.
14. Provide input into the development, revisions, and evaluation of the curriculum.
15. Require high standards of student conduct and enforce discipline as necessary, according due process for students.
16. Attend special events held to recognize student achievement and other school sponsored activities.
17. Maintain and control the various local funds generated by student activities.
18. Assume responsibility for maintenance of accurate records on the progress and attendance of students, including Native American Student Information System (NASIS) and other software.
19. Assume responsibility for professional growth and development through active membership in professional organizations, attendance at regional, state, and national meetings, and enrollment in advanced courses.
20. Supervise and evaluate all professional, paraprofessional, administrative, and non-professional personnel attached to the school.
21. Participate in the recruiting and selection of all school personnel.
22. Evaluate and counsel all staff members regarding their individual and group performance.
23. Conduct staff meetings as necessary for the proper functioning of the school.
24. Orient newly assigned staff members to the operation of the school.

25. Work closely with the staff development coordinator in planning an efficient and appropriate staff development plan for the school.
26. Assist in the in-service orientation and training of teachers.
27. Make arrangements for special conferences between parents and teachers.
28. Assume responsibility for the safety and administration of the school plant.
29. Supervise the daily use of the school facilities for both academic and non-academic purposes.
30. Plan and supervise fire drills and emergency preparedness program.
31. Provide for adequate inventories of property and for the security and accountability of that property.
32. Encourage activities and programs that are outgrowths of the school's curriculum.
33. Organize and implement parent contact program including involvement of bilingual aids.
34. Supervise and evaluate the school's extracurricular program.
35. Participate in principal's meetings, instructional support staff meetings, and all other meetings as required.
36. Serve as an ex officio member of all committees and councils within the school.
37. Perform other duties as assign by the Director, Division of Schools.

QUALIFICATIONS:

1. Possess a valid Administrative Educator License issued by the Mississippi State Department of Education.
2. M. Ed. with emphasis in curriculum and instruction.
3. Preference for prior experience as an elementary principal or elementary curriculum coordinator.
4. A minimum of 5 years' teaching experience in the elementary grades.
5. Ability to work in rural schools with bilingual students.

6. 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.
7. Employee in this position is subject to random drug testing.
8. Excellent communication skills and an academic record that can withstand critical review.
9. Must possess a valid Mississippi Driver's License, adequate transportation, and 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