



YOUTH OPPORTUNITY PROGRAM

PHONE (601) 650-7321

MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #560193

POSITION TITLE: Temporary Summer Instructors/Teacher (6 positions)

SALARY: 9.00 an hour

SUPERVISOR: Program Director

JOB LOCATION: Youth Opportunity Program

TYPE OF
EMPLOYMENT: Temporary Full-Time (8 weeks)

OPENING DATE: **MARCH 10, 2021** MAR 10 2021

CLOSING DATE: **MARCH 24, 2021 OR UNTIL FILLED**

SCOPE OF SERVICE:

The Temporary Summer Instructor will assist with the Youth Activity Coordinator and Youth Council staff to ensure compliance with program policy and procedure. The instructors are responsible for working cooperatively with Youth Opportunity Program staff in instructing the 5 weeks training course of Smart Start Curriculum in an effective timely manner.

DUTIES AND RESPONSIBILITIES:

Responsibilities and duties of this position include:

1. Implement by instruction and action the Smart Start Pathway Curriculum and instructional goals and objectives.
2. Strive for excellence in education standards and demonstrate high expectations for students' academic progress.
3. Prepare for classes assigned and show written evidence of preparation.
4. Obtain and use information about the needs and progress of individual students.
5. Obtain and use information about the effectiveness of instructional methods, making revisions as needed.
6. Organize instructions to take into account individual differences among students and specific goals listed on individualized education plans.
7. Demonstrate enthusiasms for teaching and learning and the subject(s) being taught.

8. Use a variety of instructional techniques, strategies, and media related to the lesson.
9. Demonstrate ability to work with individuals, small groups, and large groups.
10. Demonstrate ability to work with an instructional aide and maintain effective working relationships with regular classroom teachers.
11. Reinforce and encourage student involvement in instruction.
12. Help students develop positive self-concepts.
13. 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.
14. Attend staff meetings and serve on committees as required.
15. Establish an open line of communication with students, parents, and colleagues concerning both academic and behavioral progress of all students.
16. Use acceptable written and oral expression in all communications with educators, students and parents.
17. Establish and maintain cooperative professional relations with others.
18. Participates in training consistent with standards and policy and procedures.
19. Perform other duties as assigned.
20. Plan and conduct effective meetings via social media platform with individual youth or small groups as assigned.
21. Maintain confidential records of all Youth Opportunity Program participants.
22. Adhere to the Mississippi Band of Choctaw Indian's Administrative Personnel Policy and Youth Opportunity Program's Policy and Procedures.

WORK ENVIRONMENT:

The work environment for the Summer Instructor will be conducted virtual setting as well as fieldwork, including visitation to all the Tribal/Non-Tribal programs and businesses in each communities.

QUALIFICATION:

The minimum qualifications for the position of Summer YOP Instructor are:

1. Bachelor's Degree preferred.
2. At least two years of work experience providing educational services.
3. Excellent communication skills and an academic record that can withstand critical review.
4. Must demonstrate an interest in current educational standards as well as keeping up with developments in the educational field.
5. Must be accessible to the Youth Opportunity Program staff.
6. Demonstrated ability and command of the English language; preference for bilingualism in the Choctaw and English language.
7. Strong analytical skills; ability to initiate work and follow through to completion

- on time and accurately.
8. Must be familiar with video conference software such as Zoom, Microsoft Team, and etc.
 9. Ability to problem-solve and make good independent decisions.
 10. Applicant must have and maintain their own telephone and laptop.
 11. Good overall educational skills, ability to work productively and effectively, ability to function well as a member of a multi-disciplinary team, and ability to represent program well in interactions with others inside and outside the Youth Opportunity Program.
 12. Highly stable character with proven ability to maintain strict standards of behavior and confidentiality.
 13. Must present an appropriate professional appearance.
 14. Ability to pass a criminal background check.

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 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. A waiver is not required if no Native American has applied for a position.

If interested, send application to:

Mississippi Band of Choctaw Indians
Attention: Human Resources
P.O. Box 6033
Choctaw, MS 39350