



## 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 #394287

**JOB TITLE:** School Counselor  
**OPENING DATE:** MARCH 24, 2021 MAR 24 2021  
**CLOSING DATE:** APRIL 07, 2021 OR UNTIL FILLED  
**SALARY:** Education Compensation Plan  
**SUPERVISOR:** School Principal  
**TYPE OF EMPLOYMENT:** Regular Full Time, 240 Days  
**JOB LOCATION:** Choctaw Central High School

#### SCOPE OF SERVICE:

The School Counselor will be a school based member of a centralized professional service team providing counseling, evaluation, and follow-up. The School Counselor will be responsible for implementing an effective parent involvement program through conducting school conferences, family conferences, home visits, and follow-up.

#### DUTIES AND RESPONSIBILITIES:

1. Coordination with the school principal, teachers, and other agencies to identify students needing services.
2. Serve as a liaison with schools, community leaders, and other applicable programs.
3. Coordinate activities with the overall school program, including the parent involvement program.
4. Develop and guide family groups for specific units as deemed necessary through consultation with the Title I Coordinator and other support services.
5. Evaluate student and family needs as referred to the school counselor.
6. Provide individual and/or family therapy as deemed necessary and appropriate by the counselor team.
7. Provide training to staff as directed by the supervisor.
8. Make referrals to other programs and service providers when appropriate.
9. Maintain and keep current a case record on each client served.

10. Participate in the in-service orientation and training of all personnel in applicable areas.
11. Participate in school staff meetings and staff development.
12. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
13. Perform other duties as assigned by the School Principal and the Title I Coordinator.

**QUALIFICATIONS:**

1. Possess a valid Educator License issued by the Mississippi State Department of Education with the appropriate endorsement.
2. Minimum of five years of job experience in school counseling.
3. Knowledge and experience in individual, group, and family counseling.
4. Excellent communication skills and an academic record that can withstand critical review.
5. Ability to observe, document needed services, and make appropriate referrals for services, and maintain strictest confidentiality.
6. Preference for prior experience with rural, bilingual minority populations.
7. Employee in this position is subject to random drug testing.
8. Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse will result in immediate termination.
9. A valid Mississippi Driver's License, reliable transportation and personal 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**