



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 #026277

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

SCOPE OF SERVICE:

To make the school facilities an attractive, pleasant, and productive place in which effective teaching and learning are facilitated; to provide the best possible educational experiences and opportunities for Choctaw students and the teachers who teach them; to recommend teachers who will discover and develop abilities in Choctaw students which might otherwise remain dormant; to encourage Choctaw community and parent involvement in educational process; and to demonstrate understanding of and respect for the unique characteristics of Choctaw cultural education as applied to the operation of a school.

DUTIES AND RESPONSIBILITIES:

1. Serve as the instructional leader of the school.
2. Demonstrate a broad understanding of instruction.
3. Establish orderly, safe climate conducive to teaching and learning.
4. Ensure that teacher behavior conveys high expectations for academic achievement in all students.
5. Establish guidelines for proper student conduct and maintain student discipline.
6. Have a general knowledge of curriculum at specific grade levels.
7. Ensure that all teachers follow an approved instructional program in relation to the identified level of the learners.
8. Assure that adopted instructional program is followed by each teacher.
9. Conduct regular classroom visits; the principal will verify the delivery of instruction

according to the abbreviated daily lesson plans submitted on a weekly basis.

10. Establish grade level or subject area committees to coordinate effective instructional practices at Choctaw Central High School.
11. Establish school committee to review and recommend policies that will enhance the educational progress of the school.
12. Coordinate closely and communicate with the system instructional support personnel in developing and monitoring the educational program at Choctaw Central High School.
13. Supervise on a daily basis the school guidance program to enhance individual student education and development.
14. Establish and maintain favorable relationships with parents, students, teachers, community groups and individuals to foster understanding and solicit support for overall school objectives and programs.
15. Orient newly assigned staff members and assist in their development, as appropriate.
16. Assume leadership in the direction of the school's athletic and extracurricular activities.
17. Evaluate and counsel all staff members regarding their individual and group performance.
18. Prepare or supervise the preparation of reports, records, lists, and all other documents required or appropriate to the school administration.
19. Maintain and control the various activity funds generated by students.
20. Plan and conduct worthwhile staff meetings to inform of policy changes, new programs, and alterations in existing programs.
21. 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.
22. Plan and implement graduation ceremony.
23. Anticipate and initiate purchasing and securing equipment and materials for the school.
24. Monitor the planning, procedure, and implementation of student attendance policies.
25. Make employment recommendations on all present and prospective employees.
26. Implement a parent contact program including the involvement of bilingual aids.

27. Perform other duties as may be assigned by the School Principal

QUALIFICATIONS:

1. Possess a valid Mississippi Educator License issued by the Mississippi State Department of Education with appropriate endorsements.
2. Document 10 years experience in high school administration and supervision.
3. Document 5 years successful experience as a high school teacher.
4. Ability to work in a rural school system with bilingual students.
5. Excellent communication skills and an academic record that can withstand critical review.
6. Complete a criminal background check on county, state, and national levels. Any record of conviction of criminal or child abuse charges will result in immediate termination.
7. Employee in this position is subject to random drug testing.
8. Must possess a valid Mississippi driver's license, personal automobile 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 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**