



Tucker Early Childhood Center
Office: (601) 389-2053
Fax: (601) 389-2095
Mississippi Band of Choctaw Indians
P. O. Box 6010
Choctaw, MS 39350

JOB ANNOUNCEMENT # 401219

Position Title: Secretary
Job Location: Tucker Early Childhood Center
Supervisor: Center Director
Salary: Grade 8
Opening Date: **MARCH 26, 2021** **MAR 26 2021**
Closing Date: **APRIL 09, 2021 OR UNTIL FILLED**

Scope of Service:

The Secretary will be responsible for working cooperatively with the Center Director and other Center staff to ensure that all program goals and objectives, required by the Division of Early Childhood Education, are implemented in an effective manner.

Duties:

1. Performs various clerical tasks in support of daily operations such as filing, typing, duplicating, assembling books, stuffing envelopes, preparing packages for mailing, retrieve and sort incoming and process outgoing mail, etc.
2. Assist the Center Director in typing memos to parents and any other correspondence necessary, and making copies of all necessary documents.
3. Maintains a variety of records, files, logs, both manual and computer and completes all purchase order, T&A, personnel forms, etc.
4. Keep record of daily classroom attendance.
5. Assist the Center Director in monitoring Center inventory and assist with yearly inventory check.
6. Assist the Center Director in compiling monthly reports.
7. Assist the Center Director in copying, disseminating and collecting applications and enrollment packets.
8. Maintain CCDF.
9. Answer telephones and take and relay messages.
10. Greet Center visitors.
11. Assist in other areas of the Center as needed (e.g. classroom, kitchen, home-visit).
12. Maintain a high standard of conduct that would be exemplary for children and parents.
13. Attend all staff meeting and required training.
14. Enhance children's early development experiences through the incorporation of the Early Head Start philosophy and goals.
15. Be a good role model for children.
16. Maintain confidential records and required documents on all assigned children.

"Choctaw Self-Determination"

17. Complete necessary reports and turn in on time.
18. Maintain good rapport with parents through daily reports, monthly newsletters, and parent conferences.
19. Make home visits as necessary.
20. Participate in professional development by attending Inservices, staffing & parent meetings.
21. Maintain a current health card.
22. Perform other duties as assigned.

Physical Demands:

Physical demands that are required on a daily basis include, but are not limited to:

- Bending
- Lifting (approximately 30 pounds)
- Engaging with children both on the classroom floor and playground

Qualifications:

1. Prefer an Associate of Arts Degree in Business Administration or have completed at least two years of study at an institution of higher education. Preference given to applicants with work experience in the secretarial field.
2. Prefer academic and/or work experience in the field of early childhood.
3. Must be at least 18 years of age
4. Must have a valid Mississippi driver's license, adequate transportation, and liability insurance.
5. Acquire an up-to-date health card.
6. Must have general knowledge of all office equipment i.e., office telephone, typewriter, computer, and copy machine.
7. Speak Choctaw and English fluently.
8. Must successfully complete a criminal background check on local, state, and national levels.

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 this 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 the 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 the 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, MS 39350