



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 #400279

JOB TITLE: Health Care Science Instructor

OPENING DATE: NOVEMBER 09, 2021

CLOSING DATE: NOVEMBER 23, 2021 OR UNTIL FILLED

SALARY: Education Compensation Plan

SUPERVISOR: School Principal

TYPE OF EMPLOYMENT: Regular Full Time

JOB LOCATION: Career Technical Education Center

SCOPE OF SERVICE:

The Health Care Science Instructor will develop in each pupil an insight and understanding of the health care industry and its place in society. Responsibilities include discovering and developing talents of pupils in the health care area, developing student skills related to the health care industry, and providing a challenging curriculum which prepares students for further study in the health care field.

RESPONSIBILITIES:

1. Teach skills and knowledge of the health care field to secondary students.
2. Develop lesson plans and organize class time so that preparation, instruction, laboratory work, and clean-up activities can be accomplished during the allotted time.
3. Demonstrate health care materials, equipment, and processes using standard or teacher-prepared models, mock-ups, sketches, and other instructional aids.
4. Maintain an auditable record of school attendance and grades.
5. Contact local health care providers to ensure that current methods are being taught in the classroom

6. Work with health care instructors at the postsecondary level to ensure that instruction will prepare students for college classes.
7. Provide learning experiences for students commensurate with their ability and interest.
8. Work with academic teachers in the high school to encourage the development of curriculum which unites academic and technical skills.
9. Take necessary and reasonable precautions to protect students, equipment, materials and facilities.
10. Maintain an inventory of materials and supplies.
11. Complete all reports required from the Health Care Service Program.
12. Work with the counselor to assure that the needs of students are being met.
13. Conduct minimum of one home visit per student per semester.
14. Participate in staff development activities as required by the supervisor and system policies.
15. Attend staff meetings and serve on staff committees as required.
16. Make provisions for being available to students and parents for education related purposes outside the instructional day when necessary and under reasonable terms.
17. Perform other duties as assigned by the Principal.

QUALIFICATIONS:

1. Possess a valid Mississippi Educator License issued by the Mississippi State Department of Education with the appropriate endorsement.
2. Current license as a Registered Nurse in Mississippi.
3. Two years' documented non-teaching experience as an RN in a clinical setting within the last five years,

4. **Excellent communication skills and an academic record that can withstand critical review.**
5. **Prior experience of working in a rural environment, preferably with a Native American population.**
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. **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 Indian, 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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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.

IF INTERESTED, SEND APPLICATION TO:

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