Job Title: FACE Coordinator/ Adult Education Teacher

Opening Date: JUNE 30, 2022

Closing Date: JULY 07, 2022 OR UNTIL FILLED

Salary Range: Education Compensation Plan

Type of Employment: Regular Full Tim, 220 days

Supervisor: Pearl River Elementary School

Job Location: Pearl River Elementary School

Scope of Service:

The FACE Coordinator/ Adult Education Teacher is responsible for coordinating and leading the FACE team and its program services: Home-based services and Center-based services (adult education, early childhood education, Parent Time, and PACT time). Program services must be integrated for FACE to provide seamless and meaningful service to families. These connections are planned and purposeful and are developed by the entire team, including the FACE Coordinator. These connections are across home-bases and center-based services and are delivered through curriculum and learning activities including collaboration, transitioning families, recruitment and retention, program planning, and integration within the school.

Duties and Responsibilities:

1. FACE Coordinator-
   a. Have responsibility over the FACE operation and supervision of the program and is responsible for maintaining all FACE functions
   b. Annually Submit a proposed budget, application, FACE Assurances, and Action Plans via Native Star.

2. Adult Education-
   a. Work with participating adults in instruction designed to achieve their goals in areas including basic skills (reading, writing, mathematics, and technology).
      1.) Prepare adult students to complete GED or high school.

"CHOCTAW SELF-DETERMINATION"
2.) Work with adults on employability and workplace skills.

3.) Prepare and assist adult students with entry into higher education and college course completion.

   b. Develop a formal written plan for adult family members with the goal of maximizing adult participation in PACT Time, Parent Time, Adult Education.

3. Use a variety of instructional techniques, strategies, and media related to the lesson.

4. Integrate Choctaw-specific student content into subject matter instruction.

5. Reinforce and encourage student involvement in instruction.

6. Help learners develop positive self-concepts.

7. Maintain accurate, complete, and correct records.

8. Participate in professional development activities as required by supervisor and system and program policies.

9. Attend staff meetings and serve on committees as required.

10. Demonstrate sensitivity to the Choctaw community by participating in community functions.

11. Make provisions for being available to students and parents for education related purposes outside the instructional day when necessary and under reasonable terms.

12. Establish and maintain cooperative professional relations with others.

13. Perform other duties as designed by the supervisor.

Qualifications:

1. Possess a valid Mississippi Educator License issued by the Mississippi State Department of Education with an endorsement in school administration.

2. Ability to work in a rural system with bilingual students.

3. Excellent communication skills and an academic record that can withstand critical review.

4. Complete a criminal background check on county, state, and national levels. Any record or conviction or child abuse charges will result in immediate termination.

5. Employee in this position is subject to random drug testing.

6. Must possess a valid Mississippi Driver’s License, adequate transportation, and personal automobile liability insurance.

NOTE: The Administrative Personnel Policy & Procedure 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 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 supervisor, and has no right to direct, demand, or coerce an 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