



MISSISSIPPI BAND OF CHOCTAW INDIANS

PHONE (601) 656-5251

TRIBAL OFFICE BUILDING

101 INDUSTRIAL ROAD/ P. O. BOX 6010

CHOCTAW, MS 39350

JOB DESCRIPTION #026275

Job Title: Assistant Principal
Opening Date: **MAY 12, 2022** **MAY 12 2022**
Closing Date: **MAY 26, 2022 OR UNTIL FILLED**
SALARY: Education Compensation Plan
TYPE OF EMPLOYMENT: Regular Full Time
EMPLOYMENT CONTRACT: 240 Days
SUPERVISOR: Principal
JOB LOCATION: Choctaw Central Middle School

SCOPE OF SERVICE:

Provide leadership and supervision in the implementation and updating of all instructional management plans in grades 7TH & 8TH. Provide leadership, supervision, and evaluation for all secondary personnel.

To assist the principal in any and all ways which prove beneficial to the educational program of Choctaw Central Middle School. To provide the best possible educational experience and opportunities for Choctaw Students and the teachers who teach them. To encourage Choctaw community and parent involvement in the educational process. To demonstrate understanding and respect for the unique characteristics of Choctaw cultural educational as applied to the operation of the school.

DUTIES AND RESPONSIBILITIES:

1. Implement an Instructional Management Plan whereby instructional objectives are appropriately sequenced, taught, and evaluated.
2. Provide for the computer tracking of instructional objectives by students.
3. Assist the principal in the supervision and evaluation of all personnel under his/her direct supervision.
4. Assume responsibility for student attendance and truancy. Admit, check-out, call absentees, have conferences with parents and students, maintain a master attendance record, and other documentation connected with attendance.
5. Prepare or supervise the preparation of reports, records list, and all other required or appropriate documents.
6. Assume responsibility for coordinating transportation, cafeteria and other support services.

7. Assume responsibility for office referrals for disciplinary reasons and medical emergencies.
8. Conduct fire drill once a month.
9. Requisition, collect, distribute, account for all textbooks.
Handle all student withdrawals and issue new books to new students.
10. Provide for physical arrangement for proper supervision of students.
11. Monitor campus and building for proper supervision of students.
12. Work directly with teachers on any problems that may arise and assist in solving the problems.
13. Encourage activities and programs that are outgrowth of the school's curriculum.
14. Participate in principal's meetings, instructional support staff meetings, and all other meetings as required.
15. 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.
16. Perform other duties as may be 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. M.Ed. with emphasis in curriculum and instruction.
3. Preference for prior experience as a principal or elementary curriculum coordinator.
4. A minimum of 3 years teaching experience.
5. Possess basic work knowledge with computers.
6. Must had training in or be willing to acquire training of the Columbia Management System.
7. Be trained as evaluator of all personnel under his or her direct supervision.
8. Ability to work in rural school system with bilingual students.
9. 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.
10. Employee in this position is subject to random drug testing.
11. Must 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 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 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, Mississippi 39350