Department of Early Childhood Education
Phone: 601-650-1680
Mississippi Band of Choctaw Indians
P.O. Box 6010
Choctaw, MS 39350

Job Announcement #14-38-09

Position Title: Teacher (Head Start)

Salary Range: Grade 10- BA/BS in Child Development

Supervisor: Center Director

Type of Employment: Regular Full Time

Job Location: Pearl River Head Start Center

Opening Date: JULY 28, 2016 JUL 2 8 2016

Closing Date: AUGUST 11, 2016 OR UNTIL FILLED

SCOPE OF SERVICE:
All classroom staff employed with the Department of Early Childhood are responsible for ensuring the health, safety and well-being of the children enrolled in our program. They will be required to function as a contributing member of a center team and must adhere to and further the goals and objectives of the Department of Early Childhood. Additionally, they are all charged with the design and implementation of an age appropriate developmental program for each child assigned to their care.

DUTIES:
1. Prepare and implement daily lesson plans that reflect "best practices" early childhood in theory.
2. Design individual activities that are appropriate for the age and developmental level of each child.
3. Create a classroom environment that meets the social – emotional needs of each child and is a learning environment that projects warmth, safety and support.
4. Conduct daily activities in a manner that encourages free expression and enhances children's self-confidence, self-esteem and self-awareness.
5. Provide multicultural experiences that encourage appreciation and respect for the Choctaw culture as well as other cultural traditions.
6. Serve as a positive role model for children.
7. Provide daily basic childcare to include health checks, feeding and toileting.

8. Maintain confidential records for each child to include required program documents as well as testing results and progress reports.
9. Maintain good rapport with parents/guardians through daily progress reports, parent conferences and home visits.
10. Demonstrate sensitivity to the community by participating in local community functions and attending center parent meetings.
11. Engage in ongoing career and staff development to improve personal and professional skills.
12. Support and adhere to the Mississippi Band of Choctaw Indian's Administrative Personnel Policy and Department of Early Childhood Education's Personnel Policies and Procedures.
13. Support and assist the center director and other staff in their ongoing job responsibilities.
14. 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. In accordance with Federal Regulation, minimum educational qualifications for all Head Start Teacher applicant is a B.S. degree in Early Childhood Education. New hire teaching distinction is Teacher III, which is reserved for applicants with a B.S. or B.A. degree.
2. Preference will be given those with work experience in Early Childhood.
3. Preference will be given those who are fluent in both Choctaw and English.
4. Preference will be given tribal members.
5. Must obtain an annual physical and a health card.
6. Must be able to meet the daily physical demands of bending, lifting at least 30 lbs. and engaging with children on the classroom floor and on the playground.
7. Continued employment will be contingent upon satisfactory child abuse and criminal background check.
8. Must possess a valid Drivers License and 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:

Notwithstanding this Native American preference, MBCI will employ non-MBCI members only when no qualified member of MBCI can be recruited, 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 Indian Preference Laws can only be exercised by the Committee on Human Resources, Training and Development, and 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 non-MBCI member can be made by the Committee only for as long as the non-MBCI member remains in the position for which the waiver was granted. That waiver does not apply to other openings for which the non-MBCI member or other Native American may have interest in 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 that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, PLEASE SEND AN APPLICATION TO:

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