



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

Job Announcement #14-46-00

Position Title: Center Director
Salary: Grade 12
Supervisor: Director, DOECE
Type of Employment: Regular Full Time
Job Location: Pearl River Early Head Start / Infant & Toddler Center
Opening Date: **OCTOBER 21, 2016** **OCT 21 2016**
Closing Date: **NOVEMBER 04, 2016 OR UNTIL FILLED**

Scope of Service:

The Early Childhood Education Center Director is responsible for the total operation of the center. This includes each phase of the program such as transportation, meals, classroom operation, supervision of staff, parent activities, etc. The Center Director will also be responsible for working in the classroom to ensure that all department goals and objectives are implemented in an effective manner.

Duties and Responsibilities:

1. Open Center.
2. Supervise all center staff.
3. Keep attendance records and submit T&A's as requested by Director.
4. Complete all necessary report and records as directed.
5. Submit all records and reports as directed.
6. Continuously update program tracking tools such as health control sheet, social services, and in-kind.
7. Submit monthly reports information efficiently.
8. Document all center related activities.
9. Coordinate all components of the Choctaw Head Start Center.
10. Coordinate activities with local CHS and Tribal Programs.
11. Maintain and secure all confidential documents.
12. Schedule physical and follow-up referral action for children in the center.
13. Check the rooms, center, and playground for safety/vandalism.
14. Report needed repairs of the building and playground area.
15. Conduct training for center staff as needed.
16. Schedule and conduct staff meetings twice a month.

17. Coordinate parent involvement in the community by planning and conducting parent meetings, social events, center activities, recruiting volunteers, etc.
18. Participate in staff development program outlined by Tribal Education Department. Satisfactorily complete a minimum of three semester hours of college credit each year.
19. Attend all training provided by the Choctaw Head Start Program and/or other agencies.
20. Attend all staff meetings, Center Director meetings, parent meetings, and Policy Council meetings.
21. Properly submit child abuse report as needed.
22. Maintain a good rapport with staff and parent.
23. Maintain contact with parents through phone, memos, home-visits and office visits.
24. Contact community services providers when needed.
25. Monitor lesson plans in each classroom.
26. Perform daily health checks.
27. Assist in supervising children and disabilities.
28. Request additional materials and supplies as needed.
29. Take message for staff.
30. Complete and submit a Community Needs Assessment.
31. Develop emergency plans for all classes and distribute to each classroom.
32. Perform staff evaluation, corrective actions/interview when necessary.
33. Maintain valid state drivers license, personal transportation, liability insurance, and updated health card as required by Tribal and program guidelines.
34. Supervise meals to ensure proper usage of Family Style Service.
35. Assist in supervising the toileting needs of the children.
36. Supervise morning and afternoon education activities.
37. Substitute cooks when needed.
38. Drive and monitor bus as needed.
39. Maintain inventory of supplies and materials at the center.
40. Perform janitorial duties as needed.
41. Other duties as assigned by the supervisor.

Qualifications:

1. Minimum of an Associate in Applied Science degree in Child Development Technology (CDT) or Associate of Arts degree in Education related field with at least 18 hours of college credit in Early Childhood Education.
2. Two year's experience in a pre-school setting.
3. A valid state driver's license, personal transportation, liability insurance, and update health card.
4. Preference given to person speaking Choctaw and English fluently.
5. Must obtain an annual physical exam and health card.
6. Continued employment will be contingent upon satisfactory child abuse and criminal background check
7. Must possess a valid Mississippi Drivers License and proof of Auto 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, MS 39350