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#20-07-09

JOB TITLE:	**Secondary Teacher, Science, 1 Position**
OPENING DATE:	**OCTOBER 17, 2016** OCT 17 2016
CLOSING DATE:	**OCTOBER 31, 2016 OR UNTIL FILLED**
SALARY:	**Education Compensation Plan**
SUPERVISOR:	**School Principal**
TYPE OF EMPLOYMENT:	**Regular Full Time, 210 Days**
JOB LOCATION:	**Choctaw Central High School**

SCOPE OF SERVICE: **The Teacher will provide successful learning experience for students in grades 9 through 12. The Teacher will be responsible for teaching skills and concepts that will enable students to function successfully in society. Also, the Teacher must demonstrate understanding of, and respect for, the unique characteristics of the Choctaw culture.**

DUTIES AND RESPONSIBILITIES:

1. **Provide learning experiences for students commensurate with their ability and interest.**
2. **Meet and instruct assigned classes in the location and at the time designated.**
3. **Create a classroom environment that is conducive to learning and is appropriate to the maturity and interest of the students.**
4. **Take all necessary and reasonable precautions to protect students, equipment, material and facilities.**
5. **Strive to implement by instruction and action the system philosophy of education and instructional goals.**
6. **Prepare for classes assigned and show written evidence of preparation.**
7. **Obtain and use information about the needs and progress of individual students.**
8. **Eat with students and provide supervision for students in the cafeteria. Obtain and use information about the effectiveness of instruction to revise it when necessary.**
9. **Organize instruction to take into account individual difference among learners.**
10. **Demonstrate enthusiasm for teaching, learning and the subject being taught.**
11. **Use Instructional techniques, methods, and media appropriate to lesson being taught.**
12. **Demonstrate ability to work with individuals, small groups, and large groups.**

13 Demonstrate ability to conduct lessons using a variety of teaching methods and integrate Choctaw-specific content into subject area.
14 Help students develop positive self-concept
15 Assist the administration in the implementation of all policies and rules governing student life and conduct; develop reasonable rules of behavior and procedure, and maintain order in a fair, firm and consistent manner.
16 Maintain accurate and complete records as required by law, system policies and administrative regulations.
17 Must maintain and improve professional competence.
18 Participate in staff development activities required by supervisor and system policies.
19 Monitor class changes.
20 Attend staff meetings and serve on staff committees as required.
21 Demonstrate sensitivity to the Choctaw community by participating in community functions.
22 Conduct minimum of one home visits per student per semester.
23 Make provisions for being available to students and parents for education related purposes outside the instructional days when necessary and under reasonable terms.
24 Establish and maintain cooperative professional relations with others.
25 Convey high expectation for academic achievement in all students.
26 Perform other duties as may be assigned by supervisor.

QUALIFICATIONS:

1. Possess a valid Mississippi Educator License issued by the Mississippi Department of Education with the appropriate endorsement.
2. Ability to work in rural school system with bilinqual 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 of conviction or child abuse charges will result in immediate termination.
5. Employee in this position is subject to random alcohol and /or drug testing.
6. Valid Mississippi Driver's License, reliable 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, MS 39350