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 #20-09-12

JOB TITLE:	**Library Assistant, 1 Position**
OPENING DATE:	**OCTOBER 17, 2016** OCT 17 2016
CLOSING DATE:	**OCTOBER 31, 2016 OR UNTIL FILLED**
SALARY:	**Education Compensation Plan**
TYPE OF EMPLOYMENT:	**Regular Full Time, 210 Days**
SUPERVISOR:	**School Principal**
JOB LOCATION:	**Tucker Elementary School**

SCOPE OF SERVICE:

The Library Assistant will assist in developing a school library program that will provide all students with an enriched library environment. The program will contain a wide variety and range of materials that will invite intellectual growth and aid all students in the acquisition of skills needed to take full advantage of library resources.

DUTIES AND RESPONSIBILITIES:

1. **Supervise the operation of the library to which assigned.**
2. **Evaluate, select and requisition new library materials.**
3. **Assist teachers in the selection of books and other materials to supplement the instructional program.**
4. **Inform teachers and other staffs members of newly acquired library materials.**
5. **Maintain a comprehensive and effective system for cataloging all library using a computerized management system and instruct teachers and students on the use of the system.**
6. **Promote appropriate conduct of students using library facilities.**
7. **Help students develop independent skills in finding and using reference materials.**
8. **Participate in curriculum development and implementation.**
9. **Counsel with and give reading guidance to students who have special reading problems or unusual intellectual interests.**
10. **Develop an area in the library related to Native Americans with emphasis on Choctaws.**
11. **Arrange frequently-changing book-related displays and exhibits of interest to students**

12. Participate in library-specific workshops as well as general staff development sessions and staff meetings.
13. Discard obsolete and worn materials from the collections according to policy.
14. Assist in the development and implementation of a library program which includes teaching library skills, reading to students and providing students time to browse and select books for their own enjoyment.
15. Create a library environment which compels students to come in and become actively involved with books.
16. Exhibit a helpful and courteous attitude toward school faculty, students and parents.
17. Assist students in book selection.
18. Conduct self in a responsible manner regarding all matters of confidentiality.
19. Maintain daily lessons plans.
20. Perform all duties as assigned by supervisor.

QUALIFICATIONS:

1. Speak Choctaw and English fluently.
2. Have at least 2 years of college or 60 hours total in general education, elementary and/or early childhood courses.
3. Preference will be given to prior work experience with students.
4. Possess good communication skills and the ability to get along with others.
5. Possess basic typing skills.
6. Must have a valid Mississippi Driver's License, adequate reliable transportation, and 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