P.G.A.

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 #20-13-12

JOB TITLE:	**Instructional Aide, 1 Position**
OPENING DATE:	**NOVEMBER 22, 2016** NOV 22 2016
CLOSING DATE:	**DECEMBER 06, 2016 OR UNTIL FILLED**
SALARY:	**Education Compensation Plan**
SUPERVISOR:	**School Principal**
TYPE OF EMPLOYMENT:	**Regular Full Time, 210 Days**
JOB LOCATIION:	**Conehatta Elementary School**

SCOPE OF SERVICE:

The role of the Instructional Aide is to convey information between school and community to encourage the understanding and sharing of values. The Aide is to assist the teacher in appropriate classroom activities and maintaining the environment so that students may learn effectively.

DUTIES AND RESPONSIBILITIES:

1. **Participate in daily and long-range lessons and classroom activity planning.**
2. **Conduct learning exercises with individual and small groups of students.**
3. **Alert the teacher to special needs of individual students.**
4. **Help maintain individual records for each student.**
5. **Foster good eating habits and table manners in students by eating lunch with the students.**
6. **Assist teacher in preparing and keeping the classroom in a neat and orderly manner.**
7. **Assist with supervision of students during regular outside time.**
8. **Assist teacher in developing a good working relationship with parents and the Choctaw Community.**
9. **Serve as a good role model for students.**
10. **Supervise the class in case of emergency with the teacher has notified the office or another teacher of his absence.**

11. Keep a folder of representative work for each student.

12. Provide bilingual translation, as needed, for both teacher and student.

13. Prepare materials for classroom use, including ditto copies, transparencies, charts, and posters.

14. Procure, set up, operate, and return to storage instructional equipment used in the classroom.

15. Accompany teacher on required home visits.

16. Participate in the school's organized parent contact program.

17. Keep written records of parent contacts.

18. Perform other duties as assigned by supervisor.

QUALIFICATIONS:

1. Enrolled member of the Mississippi Band of Choctaw Indians.

2. To be in compliance with the "No Child Left Behind Act", applicants must meet one of the following qualifications:

   * Completed at least 2 (two) years of study at an institution of higher education (a minimum of 60 academic semester hours) or;

   * Obtained an Associate of Arts Degree or higher or;

3. Must be able to speak, translate, and understand both Choctaw and English Languages to the extent necessary for classroom instruction.

4. Preference for prior similar work experience.

5. 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.

6. Employee in this position is subject to random alcohol and drug testing.

7. Must possess a valid Mississippi drivers 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, MS 39350