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 #20-14-09

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

SCOPE OF SERVICE:

The Elementary Teacher facilitates learning for children and is responsible for teaching skills and concepts that will enable students to successfully function physically, intellectually, emotionally, and psychologically both on and off the reservation. Also, the teacher must demonstrate understanding of, and respect for, the unique characteristics of the Choctaw Culture.

DUTIES AND RESPONSIBILITIES:

1. **Meet classes and instruct students at the location and time designated.**
2. **Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.**
3. **Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.**
4. **Create a school and classroom environment that reflects the material culture of the Choctaw People.**
5. **Implement by instruction and action the system's philosophy of education and instructional goals and objectives.**
6. **Prepare for classes assigned and show written evidence of preparation.**
7. **Strive for excellence in education standards and demonstrate high expectations for learners' academic performance.**
8. **Obtain and use information about the needs and progress of individual learners.**
9. **Organize instruction to take into account individual differences among leaders.**
10. **Obtain and use information about the effectiveness of instruction, making revisions as needed.**

11. Demonstrate enthusiasm for teaching and learning and the subject being taught.

12. Use a variety of instructional techniques, strategies, and media related to the lesson.

13. Integrate Choctaw-specific student content into subject matter instruction.

14. Demonstrate ability to work with individuals, small groups, and large groups.

15. Reinforce and encourage student involvement in instruction.

16. Help learners develop positive self-concepts.

17. Assist the administration in the implementation of all policies and school rules governing student life and conduct; for classroom, develop reasonable rules of behavior and maintain order in a fair and just manner.

18. Maintain accurate, complete, and correct records as required by law, system policy and administrative regulations.

19. Remain knowledge of developments in the field by the reading current literature, attending professional association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.

20. Participate in staff development activities as required by supervisor and system policies.

21. Attend staff meetings and service on committee as required.

22. Demonstrate sensitivity to the Choctaw community by participating in community functions.

23. Make provisions for being available to students and parents for education related purposes outside the instructional day when necessary and under reasonable terms.

24. Establish an open line of communication with students, parents, and colleagues concerning both academic and behavioral progress of all students.

25. Conduct a minimum of one home visit per child each semester.

26. Establish and maintain cooperative professional relations with others.

27. Perform other duties as assigned by the supervisor.

QUALIFICATIONS:

1. Possess a valid Mississippi Educator License issued by the Mississippi State Department of Education with appropriate endorsement and emphasis on grade level and/or subject area being taught.

2. Ability to work in a rural school system with bilingual 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 or conviction of criminal or child abuse charges will result in immediate termination.

5. Employee in this position is subject to random drug testing.

6. Must possess a valid Mississippi Driver's 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