



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 #20-20-09

JOB TITLE: Teacher, Special Education, 2 Positions
OPENING DATE: APRIL 06, 2016 APR 06 2016
CLOSING DATE: APRIL 20, 2016 OR UNTIL FILLED
SALARY RANGE: Education Compensation Plan
SUPERVISOR: School Principal
TYPE OF EMPLOYMENT: Regular Full Time, 210 Days
JOB LOCATION: Choctaw Tribal Schools

SCOPE OF SERVICE:

The Special Education Teacher facilitates learning in accordance with the provisions of each student's individualized education plan (IEP). The teacher is responsible for working cooperatively with the centralized special education staff and with the principal and regular classroom teachers to ensure that all program goals and objectives are implemented in an effective manner. Also, the teacher must demonstrate understanding of, and respect for, the unique characteristics of 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 learners.
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. Strive for excellence in education standards and demonstrate high expectations for learners' academic progress.
7. Prepare for classes assigned and show written evidence of preparation.
8. Obtain and use information about the needs and progress of individual learners.
9. Obtain and use information about the effectiveness of instructional methods, making revisions as needed.

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10. Organize instruction to take into account individual differences among learners and specific goals listed on individualized education plans.
11. Demonstrate enthusiasms for teaching and learning and the subject(s) being taught.
12. Use a variety of instructional techniques, strategies, and media related to the lesson.
13. Integrate Choctaw-specific content into subject matter instruction.
14. Demonstrate ability to work with individuals, small groups, and large groups.
15. Demonstrate ability to work with an instructional aide and maintain effective working relationships with regular classroom teachers.
16. Reinforce and encourage student involvement in instruction.
17. Help learners develop positive self-concepts.
18. Assist the administration in the implementation of all policies and school rules governing student life and conduct; for the classroom, develop reasonable rules of behavior and maintain order in a fair and just manner.
19. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
20. Remain knowledgeable of developments in the field by reading current literature, attending professional association meetings and conferences, and discuss developments and problems of mutual interest with others in the field.
21. Participate in staff development activities as required by supervisor and system policies.
22. Attend staff meetings and serve on committees as required.
23. Demonstrate sensitivity to the Choctaw community by participating in community functions.
24. Make provisions for being available to students and parents for education-related purposes outside the instructional day when necessary and under reasonable terms.
25. A minimum of one home visit per child each semester is required.
26. Establish an open line of communication with students, parents, and colleagues concerning both academic and behavioral progress of all students.
27. Use acceptable written and oral expression in all communications with educators, students and parents.
28. Establish and maintain cooperative professional relations with others.
29. Perform other duties an assigned by supervisor.

QUALIFICATIONS:

1. Possess a valid Mississippi Educator License issued by the State Board of Education of Mississippi with the appropriate endorsement or the willingness to meet the necessary requirements for an emergency certificate.
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, personal liability insurance, and adequate transportation.

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:

Notwithstanding this Native American preference, MBCI will employ non-MBCI members only when no qualified member of MBCI can be recruited, 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 Indian Preference Laws can only be exercised by the Committee on Human Resources, Training and Development, and 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 non-MBCI member can be made by the Committee only for as long as the non-MBCI member remains in the position for which the waiver was granted. That waiver does not apply to other openings for which the non-MBCI member or other Native American may have interest in 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 that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

**Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350**