



**CHOCTAW TRIBAL SCHOOLS**

MISSISSIPPI BAND OF CHOCTAW INDIANS  
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**MISSISSIPPI BAND OF CHOCTAW INDIANS (MBCI)**

**JOB ANNOUNCEMENT#20-39-01**

**POSITION TITLE:** Assistant Director

Annopa Tikbishtiya Program (Carrying Language Forward)

**OPENING DATE:** NOVEMBER 08, 2016 NOV 08 2016

**CLOSING DATE:** NOVEMBER 15, 2016 OR UNTIL FILLED

**SALARY RANGE:** Education Compensation Plan

**SUPERVISOR:** Program Director/Choctaw Language & Cultural Integration Coordinator

**JOB STATUS:** Regular, Full-Time, 250-Day Education Contract

**JOB LOCATION:** Department of Schools Central Office  
Choctaw Tribal School System, MS Band of Choctaw Indians

**SCOPE OF SERVICE:**

The Assistant Director for the Tribe's Annopa Tikbishtiya Program is a regular, full-time position with 100% of time dedicated to ensuring very high quality Choctaw Language instructional and assessment services in the Tribe's Department of Schools in the early elementary (grades Pre-K through 3) in the Choctaw Tribal School System. The Assistant Director works closely with the Director of Choctaw Language and Cultural Integration services, as well as with the Director of Choctaw Tribal Schools. The Assistant Director is instrumental in providing mentoring for Choctaw Language Instructors, providing Teacher Training, and Language Assessment. Scope of service ensures that Choctaw Language Instructors are integrating Choctaw Language and Tribal culture using various strategies in the Choctaw Educational System, implementing the newly developed Choctaw Language curriculum in selected classrooms, and providing guidance in oral Choctaw language assessments of Choctaw children in order to monitor their proficiency levels in using Choctaw language.

**INSTRUCTIONAL STRATEGIES, DUTIES AND RESPONSIBILITIES:**

1. Work closely with the Director of the Choctaw Language and Cultural Integration Program; with the Director of Tribal Schools, the Department of Chahta Immi (Choctaw Cultural Program); Choctaw Language Instructors, and the Assessment Coordinator to maximize the benefits of the Annopa Tikbishtiya Program for all early learner age groups, preschool through 3<sup>rd</sup> grade;

2. Assist the Director in the management and operation of the Tribe's NAM grant from US ED to adhere to goals, objectives, timelines, and quality assessment for Choctaw Language instructional services System-wide;
3. Facilitate and document US ED grant-specific meetings and activities;
4. Serve as primary contact with assigned NAM service providers, especially for assessment activities in all early learner age groups;
5. Mentor and assist instructors in use of the Choctaw Language and guide the active integration of Choctaw cultural arts into the daily classroom activities;
6. Guide and assist Choctaw Language teachers to select appropriate resources for integrating lessons as needed for themes being taught;
7. Collaborate with the Training and Evaluation Specialist to regularly monitor and evaluate the progress of the program to determine the quality and effectiveness of the goals and objectives toward Choctaw language learning;
8. Assist Assessment Coordinator in aligning language proficiency assessment tools and proficiency scale to measure student achievement in Choctaw Language Curriculum for three years of sequential instruction with learners in grades preschool through 3<sup>rd</sup>;
9. Work in partnership with the Chahta Immi project to complete the Choctaw Language Curriculum by providing guidance and assistance in editing of materials selected for the curriculum;
10. Provide input/assistance to Chahta Immi and the Curriculum Coordinator as revisions are made in the Choctaw Language Curriculum;
11. Conduct quarterly meetings with the Language teachers for continued input and mentorship;
12. Document all leveraged resources that are actively supporting the Choctaw Language and Cultural Preservation goals and objectives;
13. Monitor and provide guidance when the Choctaw language assessments are given by one or two (depending on size of school) lead Choctaw language teachers from each school;
14. Monitor the pre-LAS test that will be administered to PreK-1st graders; and the Oral Choctaw language assessment for 2nd graders. Ensure that both assessments are a pre- and post-test for beginning of school year and the end of the school year;
15. Assist the Director in completing all US ED grant performance and financial reports as required by the grantor and MBCI in a timely and accurate manner;

16. Prepare quarterly performance reports as required by Division of Education Director;
17. Work with the MBCI Procurement Officer to complete and track all US ED NAM grant budget requisitions to ensure accuracy and accountability of record-keeping;
18. Prepare written reports and formal presentations as necessary for Bureau of Indian Education and the US Department of Education;
19. Attend training related to the Indigenous languages;
20. Attend required US ED NAM grantee orientation meetings as required under the grant;
21. Assist lead teachers in providing a quarterly report at Community Development Club meetings or Parent meetings for respective Choctaw communities, (i.e. 1st quarter- Conehatta & Bogue Chitto; 2<sup>nd</sup> quarter-Tucker and Pearl River; 3rd quarter- Red Water & Standing Pine; 4th – Middle school & high school);
22. Perform other related duties as assigned by the immediate supervisor.

**QUALIFICATIONS/EDUCATION EXPERIENCE SKILLS/ABILITIES:**

1. Bachelor's degree in Education required; Master's degree in Education preferred;
2. Prefer Educator's licensure by the Mississippi Department of Education with appropriate endorsement;
3. Must be a fluent Choctaw language speaker who has an in-depth understanding of the Choctaw language and culture;
4. Must satisfy all minimum standards as set by the Tribe's Choctaw Language Instructor Certification Board;
5. Preference for at least 1-3 years' supervisory experience in school setting;
6. Strong preference for knowledge and experience in language assessment instruments used in the Choctaw Tribal Schools,( i.e. English and Choctaw Pre-LAS), and in Early Childhood Education;
7. At least 3 years' experience in teaching Choctaw language immersion/bilingual classes;
8. Excellent communication and computer skills; ability to write quickly and accurately in the English language;

9. Must be able to speak, translate, and understand both Choctaw and English languages to the extent necessary for classroom instruction;
10. Ability to be rated as suitable by the MBCI Background Investigations and Adjudications standardized employee screening process;
11. Ability to satisfactorily comply with the MBCI policy and procedure for random alcohol and drug testing;
12. Must possess a valid Mississippi Driver License, adequate transportation, and personal automobile liability insurance as required by State law.

**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