



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
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POSITION DESCRIPTION #20-39-08

POSITION TITLE: Choctaw Language Assessment Developer/Coordinator

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

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

SALARY: Tribal Pay Scale

SUPERVISOR: DOE Grant Project Director

TYPE OF EMPLOYMENT: Full-time, Grant Position (August 2016-July 2021)

JOB LOCATION: Choctaw Language/Cultural Integration Program-DOS

SCOPE OF SERVICE:

The Assessment Developer/Coordinator will work with the Choctaw Language/Cultural Integration Program and the Choctaw Tribal Language Program (CTLP) under the DOE (NAM) Grant Project, *Annopa Tikbishtiya* (carrying language forward.) Employee will coordinate Choctaw Language Assessments in the six Choctaw Tribal Schools System. The Assessment Developer/Coordinator will work with Department of Schools staff and other grant staff to develop and align assessment tools with language and content standards for learners in grades Pre K – 3rd. The Assessment Developer/Coordinator will work with Choctaw Language Instructors to facilitate assessment tasks annually.

DUTIES AND RESPONSIBILITIES:

Assessment Developer/Coordinator

1. Coordinate Choctaw language assessments for all second grade students in Choctaw Tribal Schools System with Choctaw Language Instructors (CLIs).
2. Adapt best practice assessment tools to measure annual proficiency increases among students receiving sequential instruction in the Choctaw Language Curriculum. Prepare for use in final year of grant project.
3. Research and draft a proficiency scale for Choctaw language learners that is relevant to Mississippi

Choctaw language skills and functions.

4. Align assessment tools and proficiency scale to Choctaw Language Curriculum for three years of sequential instruction with learners in grades Pre K – 3rd.
5. Coordinate input from grant project Curriculum Coordinator, DOS CLIs, Curriculum Specialists, CLCI Coordinator, and DCI CTLP Coordinator & program staff as needed.
6. Present materials for review to community organizations.
7. Present materials for approval to CLIC Board and/or MBCI Tribal Council.
8. Develop and facilitate assessment tool trainings for Choctaw Language Instructors.
9. Input data information into the database.
10. Assist Annopa Tikbishtiya Director in other duties as assigned that is within the Choctaw Language program requirements, under DOS.

QUALIFICATIONS:

1. B.A. or M.A in Education or Social Studies preferred, emphasis in Indigenous Language studies or related field.
2. Must be aware of Indigenous language assessment practices and able to adapt tools into written Choctaw language.
3. Must have strong written, presentational and interpersonal communication skills.
4. Must have strong computer skills and experience with various applications to include word-processing, desktop publishing, database management, and presentation software packages.
5. Must be able to work independently with minimal guidance and management.
6. Three or more years experience in planning, managing and coordinating special projects.
7. Must be fluent in the Choctaw language.
8. Must possess a Mississippi Driver's license, personal automobile liability insurance and adequate transportation.
9. Must complete a criminal background check.

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