CHOCTAW TRIBAL SCHOOLS
MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
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JOB ANNOUNCEMENT#20-39-12

POSITION TITLE:	**Choctaw Language Aide**
OPENING DATE:	**NOVEMBER 08, 2016** NOV 0 8 2016
CLOSING DATE:	**NOVEMBER 15, 2016 OR UNTIL FILLED**
SALARY RANGE:	**Tribal Pay Scale/Annopa Tikbishtiya Project**
TYPE OF EMPLOYMENT:	**Regular Full Time, 235 Days**
IMMEDIATE SUPERVISOR:	**Bogue Chitto Elementary School Principal**
JOB LOCATION:	**Bogue Chitto Elementary School**

SCOPE OF SERVICE: The Choctaw Language Aide(CLA) will assist the Choctaw language teacher(CLT) in the Choctaw language classroom for Choctaw children. CLA will work closely with the CLT to ensure language is being preserved and maintained. CLA will be responsible for providing assistance to the CLT in implementing the Choctaw Language Curriculum for children in PreK-3rd grade. The CLA will also work with the parents to create a team approach to preserving the Choctaw language.

The Choctaw Language Aide will be under the immediate supervision of the principal, receiving guidance from professional staff of the Annopa Tikbishtiya project under the Choctaw Language and Cultural Integration Coordinator of DOS, and Tribal Language Program/Chahta Immi Department as requested, or as deemed necessary.

DUTIES AND RESPONSIBILITIES:

1. **Participate in daily and long-range Choctaw language lessons and classroom activity planning.**

2. **Conduct Choctaw language learning exercises with individual and small groups of students.**

3. **Escort children to the Choctaw Language Class and then back to their classroom daily.**

4. **Help CLT maintain individual records for each student.**

5. **Eat lunch with the students daily, to foster good eating habits and table manners, using the Choctaw language with the students.**

6. **Assure the care and safety of all students enrolled in the classroom at all times.**

7. Develop a good working relationship with parents and the Choctaw community by conducting home visits at least twice a week.

8. Serve as a good role model for students.

9. Assist CLT to Keep a folder of representative work for each student.

10. Help to Create a school and classroom environment that reflects the Choctaw language and material culture of the Choctaw people.

11. Help CLT Implement all instruction in the Choctaw language, the system's philosophy of education, using the Choctaw Language Standards and the Choctaw Language curriculum.

12. Assist CLT in preparing materials and lesson plans for Choctaw language classes assigned and show written evidence of preparation to the Annopa Tikbishtiya Director.

13. Assist in all activities that include parent interactions.
14. Provide bilingual translation as needed for both the regular teacher and student.

15. Provide an environment that is conducive to Choctaw language maintenance by integrating the Education plans for the BIE Choctaw Language Development Plan.

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

17. Assist CLT in keeping written records of progress reports, reports of parent contacts, student assessments, student attendance, student misbehavior, and other relevant information to be turned in to the Annopa Tikbishtiya Director when needed.

18. Assist CLT in maintaining school records which include attendance reports, health records, and progress charts.

19. Study prescribed course objectives, approved texts, teaching aids and other pertinent materials in order to better know the needs of the students and to apply the necessary skills in teaching the students.

20. Participate in all required staff development sessions and staff meetings.

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

22. Demonstrate at least an average rating on the annual evaluations conducted by the CLCIP Coordinator.

QUALIFICATIONS:

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

3. **Must be able to speak, translate, and understand the Choctaw Language to the extent necessary for classroom instruction and home visits.**

4. **Preference will be given for prior experience working with Early Childhood or similar work experience.**

5. **Must be able to read and speak the English language at least at the 5th grade level.**

6. **Must 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.**

7. **Employee in this position is subject to random drug testing.**

8. **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