Tucker Early Childhood Center
245 West Tucker Circle
Philadelphia, MS 39350
Office: (601) 389-2053
Fax: (601) 389-2095

Job Announcement #449219

Position Title: Teacher (Child Care)

Salary Range: Grade 4- High School/GED
Grade 5- CDA credential

Supervisor: Center Director

Type of Employment: Regular Full Time

Job Location: Tucker Early Childhood Center

Opening Date: JANUARY 27, 2021
Closing Date: FEBRUARY 10, 2021 OR UNTIL FILLED

SCOPE OF SERVICE:

All classroom staff employed with the Department of Early Childhood are responsible for ensuring the health, safety and well-being of the children enrolled in our program. They will be required to function as a contributing member of a center team and must adhere to and further the goals and objectives of the Department of Early Childhood. Additionally, they are all charged with the design and implementation of an age appropriate developmental program for each child assigned to their care.

DUTIES:

1. Prepare and implement daily lesson plans that reflect “best practices” early childhood in theory.

2. Design individual activities that are appropriate for the age and developmental level of each child.

3. Create a classroom environment that meets the social – emotional needs of each child and is a learning environment that projects warmth, safety and support.


*Choctaw Self-Determination*
4. Must have dependable transportation, a valid Mississippi Driver’s License, and Liability Insurance as required by state law.

3. Must have a current physical examination, proof of TB Skin Test result, current Immunization Form 121 upon initial hiring and must renew annually. - REQUIRED

2. Must have a High School Diploma or General Equivalency Diploma (GED). - REQUIRED

1. In accordance with Federal Regulation, minimum educational qualifications for child care workers include 12 months of State equivalent, for the credentials acquire it within eighteen (18) months of program or State equivalent, for the credentials acquire it within eighteen (18) months of program or

QUALIFICATIONS:

14. Perform other duties as assigned.

13. Support and assist the center director and other staff in their ongoing job responsibilities.

12. Support and adhere to the Mississippi Board of Choclay’s Administrative Procedures.

11. Engage in ongoing career and skill development to improve personal and professional skills.

10. Demonstrates sensitivity to the community by participating in local community functions and conferences and home visits.

9. Maintains a good rapport with parents/guardians through daily progress reports, parent conferences, and home visits.

8. Maintains confidential records for each child to include required program documents as well as receiving, assessing, and progress reports.

7. Provide daily basic childcare to include health checks, feeding and toileting.

6. Serve as a positive role model for children.

5. Provide multicultural experiences that encourage appreciation and respect for the Choclay culture as well as other cultural traditions.

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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 this 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 the 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, MS 39350