



Department of Early Childhood Education
Office: (601) 650-1680
Mississippi Band of Choctaw Indians
P. O. Box 6010
Choctaw, MS 39350

Job Announcement #110212

Position Title: Culture & Language Teacher (Head Start)
Salary Range: Grade 8- AA Degree in Child Development
Supervisor: Center Director
Type of Employment: Regular Full Time
Job Location: Conehatta Early Childhood Center
Opening Date: **JUNE 01, 2021** JUN 01 2021
Closing Date: **JUNE 15, 2021 OR UNTIL FILLED**

SCOPE OF SERVICE:

All classroom staff employed with the Department of Early Childhood is 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. Additional, they are responsible to design, implement, and coordinate activities that provide rich cultural experiences for children and families. To design, implement, and coordinate programs that foster relationships between community elders and children in Head Start.

DUTIES AND RESPONSIBILITIES:

1. Prepare and implement daily Choctaw Language and Culture lesson that reflect the curriculum which can be implemented in all classroom settings.
2. Design individual activities that support the Choctaw language and Culture for the age and developmental level of each child.
3. Provide support to teachers in the room to ensure implementation of Choctaw Language and Culture curriculum in classroom.
4. Coordinate with existing cultural and language programs to ensure consistent delivery of services.

5. Coordinate with local Elder programs and services providers to develop a network of Elder volunteers.
6. Provide multicultural experiences that encourage appreciation and respect for the Choctaw culture as well as other cultural traditions.
7. Serve as a positive role model for children.
8. Provide daily basic childcare to include health checks, feeding and toileting.
9. Support and adhere to the Mississippi Band Indian's Administrative Personnel policy and Department of Early Childhood Education's Personnel Policies and Procedures.
10. Perform other duties as assigned.

QUALIFICATIONS:

1. AA degree in Early Childhood Education or Elementary Education and working toward a Bachelor of Science degree in Early Childhood Education. - **REQUIRED**
2. Must have a High School Diploma or General Equivalency Diploma (GED) - **REQUIRED**
3. Must have a current Physical Examination, Proof of TB Skin Test result, current Immunization Form 121 upon initial hiring, and must renew accordingly. - **REQUIRED**
4. Must have dependable transportation, a valid Mississippi Driver's License, and Liability Insurance as required by state law, and must renew accordingly. - **REQUIRED**
5. Continued employment will be contingent upon satisfactory Child Abuse and Criminal Background Check. - **REQUIRED**
6. Be a fluent Choctaw and English.
7. Literacy in Choctaw and English (or willing to learn)
8. Strong interest in and commitment to the maintenance of the Choctaw language and culture.
9. Understand and appreciate the richness of the Choctaw culture and history.
10. Have experience in curriculum and lesson planning
11. Be familiar with the principles of Early Childhood.
12. Three years experience in Early Childhood Education.
13. Be familiar with Head Start Performance Standards
14. Be willing to be trained to use computer programs utilized in the center.

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 waiver 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**