



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 #400279

JOB TITLE: Instructor, Carpentry Services
OPENING DATE: MARCH 10, 2021 **MAR 10 2021**
CLOSING DATE: MARCH 24, 2021 OR UNTIL FILLED
SALARY: Education Compensation Plan
SUPERVISOR: Secondary Assistant Principal
TYPE OF EMPLOYMENT Regular Full Time, 210 Days
JOB LOCATION: Career Technical Education Center

SCOPE OF SERVICE AND EFFECT:

The Carpentry Instructor is responsible for providing instruction for students at the Choctaw Central High School who have been identified with a physical or mental disability who would benefit from job skills related to their IEP or classes for regular diploma track students who will receive elective credit. The Instructor will be responsible for providing instruction related to current curriculum and safety protocols as well as develop innovative programs to keep students motivated and engaged. In addition to instructing students, as the shop facilitator the employee will be responsible for basic maintenance and upkeep of program equipment, security, and safety equipment, inventory, of equipment and training to students and staff on the safe use of all program shop equipment. Instructor should have or obtain a CDL in order to drive a school bus. All classes will focus on students being college and or/career ready.

DUTIES AND RESPONSIBILITIES

1. Meet classes and instruct students at the location and time designated.
2. Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
3. Take all necessary and reasonable measures to protect students, equipment, materials and facilities.
4. Create a school and classroom environment that reflects the material and culture of the Choctaw people.
5. Implement by instruction and action the system's philosophy of education and instructional goals and objectives.

6. Prepare for classes assigned and show written evidence of preparation.
7. Strive for excellence in education standards and demonstrate high expectations for learner's academic objective.
8. Obtain and use information about needs and progress of individual learners.
9. Organize instruction to take into account individual difference among learners.
10. Obtain and use information about the effectiveness of instruction, making revisions as needed.
11. Demonstrate enthusiasm for teaching and learning and the subject being taught.
12. Use a variety of instructional techniques, strategies and media related to the lesson.
13. Participating in the development and design of structured skills training programs and implementing programs for skills acquisition of the Choctaw Tribal Schools occupational training center taking into account students who are completing courses for credit and students who are in need of job training skills.
14. Assisting in meeting the participant's supplemental needs (e.g. nutritional, medical, emotional and other human needs) during the workday.
15. Providing personal protection and safety to students who may be in need of first aid or medical attention in accordance with Choctaw Tribal Schools' policies and procedures.
16. Train students to specific job duties using suggested training methods.
17. Assure that all job duties are performed to employer standards, which may involve completing job duties.
18. Perform other duties assigned by the supervisor.

QUALIFICATIONS:

1. Applicant must have earned a two-year college degree (associate degree) or higher from an accredited institution of higher learning in the course being taught.

- 2. Applicant must hold a teacher license issued by the Mississippi Department of Education with a 977 Endorsement Exception: Teacher with a current #344 Building Trades or #346 Carpentry Endorsements must satisfy addition requirements by State Department of Education.**
- 3. Applicants with an associate degree must have at least three years of teaching experience with the Vocational area of Carpentry, Building Trades or Construction.**
- 4. Ability to work in a rural school system with bilingual student.**
- 5. Excellent communication skills and academic record that can withstand critical review.**
- 6. Complete criminal background check on county, state, and national level. Any record or conviction of criminal or child abuse charges will result in immediate termination.**
- 7. Employee is subject to random drug testing.**
- 8. Ability to communicate effectively one on one with students and parents/guardians.**
- 9. Must possess a valid Mississippi Driver's License, adequate transportation and personal automobile liability insurance.**
- 10. Must possess a valid Mississippi Class B, Endorsement P, Commercial Driver's License and a valid School Bus Driver's Certification issued by the State Department of Education, or sign commitment to obtain certification within one year of employment.**
- 11. Attend the maximum hours required in a regular school bus training course approved by the Mississippi State Board of Education for certification.**
- 12. Must be in good physical health and ability to pass a required compulsory physical examination administered by a qualified medical examiner.**
- 13. Excellent communication skills and an academic record that can withstand critical review.**
- 14. Knowledge of state, tribal, and tribal school's regulatory requirements for school bus operations.**
- 15. Knowledge of basic regulations and policies and procedure pertaining to the operation of motor vehicle.**

16. Complete a criminal background check on county, state and national levels. Any record or conviction of criminal or child abuse charge will result in immediate termination.
17. Participate in on-going professional development in order to stay current with professional field.

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 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 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, Mississippi 39350**