



**DEPARTMENT OF CHAHTA IMMI  
TRIBAL LANGUAGE**

PHONE (601) 650-7440 / (601) 650-7477  
FAX (601) 650-7377

MISSISSIPPI BAND OF CHOCTAW INDIANS  
P. O. BOX 6010  
CHOCTAW, MS 39350

**JOB ANNOUNCEMENT #111100**

**POSITION TITLE:** CTLP Curriculum Writer  
**SUPERVISOR:** Tribal Language Program Director  
**SALARY:** Grade 11  
**TYPE OF EMPLOYMENT:** Full-time  
**JOB LOCATION:** Tribal Language Program Office  
**OPNING DATE:** **AUGUST 23, 2022** **AUG 23 2022**  
**CLOSING DATE:** **SEPTEMBER 06, 2022 OR UNTIL FILLED**

**SCOPE OF SERVICE:**

The Curriculum Writer will review, update, draft and publish Choctaw language learning curricula. The Curriculum Writer will work in-depth with Choctaw language teachers and education partners to align Choctaw language teaching materials with the needs of various programs under the MBCI Education Division. The Curriculum Writer will work with Choctaw Tribal Language Program staff to design and output curriculum materials, as well as materials trainings. The Curriculum Writer will work with community members, tribal leaders, and administrators to help expand Choctaw language learning opportunities for language learners at all levels.

**DUTIES AND RESPONSIBILITIES:**

1. Develop, draft, and coordinate Choctaw language lessons, units, and teaching & learning materials for classrooms, families, and community members.
2. Align curriculum materials with current educational standards for language learning.
3. Coordinate input from CTLP staff, community members, language teachers, and education administrators.
4. Develop and facilitate curriculum trainings for language teachers and parents.
5. Research models from other Indigenous language programs and language learning best practices reviews.
6. Keep written Choctaw materials updated with modern Choctaw writing style guide.
7. Present materials for review and approval to community organizations and tribal committees.

"Chahta Immi Oklah Kil Okchalichi"  
"CHOCTAW SELF-DETERMINATION"

8. Assist with Choctaw language teaching and assessments as needed.
9. Assist with the Modern Choctaw Dictionary Project as needed.
10. Consult with Program Director, regarding project direction and activities.
11. Assist the Department of Chahta Immi in soliciting input on Language and Cultural Preservation and Maintenance opportunities on the reservation.
12. Other duties as assigned

**QUALIFICATIONS:**

1. B.S or M.A in Education emphasis in Language studies or related field.
2. Must have strong written, presentation and interpersonal communication skills.
3. Must have strong computer skills, and experience with various applications to include word-processing, desktop publishing, database management, and presentation software packages.
4. Must be able to work independently with minimal guidance and management.
5. Two-three years' experience in planning, managing, and coordinating special projects.
6. Must be literate in Choctaw and English
7. Familiar with MBCI communities.
8. Ability to work in a Choctaw dominate environment.
9. Must possess a Mississippi Driver's license, personal automobile liability insurance and adequate transportation.
10. Must pass a background check and drug test.

**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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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