



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

“AMENDMENT”
Change Job Title & Job # &
Location

JOB ANNOUNCEMENT #209381

JOB TITLE: Home School Liaison (5 POS.)
OPENING DATE: **AUGUST 16, 2022** **AUG 16 2022**
CLOSING DATE: **AUGUST 23, 2022 OR UNTIL FILLED**
SALARY: Tribal Pay Scale
SUPERVISOR: Principal
TYPE OF EMPLOYMENT: Regular Full Time, 210 Days
JOB LOCATION: Standing Pine Elementary School, Tucker Elementary School, Choctaw Central High School, Choctaw Central Middle School, Pearl River Elementary School

SCOPE OF SERVICE:

The individual in this position will be a liaison between the parents/ guardians and the school. This person will work to see that parents and community are knowledgeable about school policies, programs, and activities, and will also serve as an educational resource person for students and community.

DUTIES AND RESPONSIBILITIES:

1. Serve as a liaison between the school administrators, counselors, teachers, and other staff and the families of school students.
2. Establish and maintain an open line of effective communication with parents/ guardians and students and with all school personnel.
3. Work with school personnel to identify specific needs of students.
4. Maintain close communication with school staff (counselors, administrators, and teachers) to track students' academic performance and to identify their academic strengths and weakness, including preparation for the state assessment program.
5. Maintain also communication with school staff to stay informed of students' disciplinary, behavioral, or social problems.
6. Communicate students' academic needs and behavioral;/social problems to parents/guardians. Make follow-up contacts as needed.

7. As available, provides educational materials and resources to Choctaw students and families, also providing links and referrals to other resources as appropriate. Coordinate services with Choctaw Tribal Schools Parent/Community Education Resource Center.
8. Attend school meetings and keep the community apprised of school information and activities.
9. Attend school parent meetings and other school-sponsored parent/community meetings.
10. Perform related duties as assigned by supervisor.
11. Coordinate with other tribal programs to provide a variety of workshops and training opportunities for students and their families to enhance parenting skills and students' educational progress.
12. Work with the Community Relations Specialist of the Choctaw Tribal Schools System's Parent/Community Education Resource Center to provide assistance and coordination of center services in the community.
13. Prepare and submit required reports in an accurate and timely manner.
14. Attend meetings and conferences as arranged by Supervisor
15. Other duties as assigned by supervisor.

QUALIFICATIONS:

1. Must have a high school diploma or GED
2. Preference for individual who has earned at least 60 hours of college credit.
3. Knowledge of Choctaw language and culture.
4. Experience working in an educational setting.
5. Demonstrated effective communicating and organizational skills.
6. Preference will be extended to qualified Indian applicants.
7. Neat appearance and friendly disposition.
8. 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.
9. Employee in this position is subject to random alcohol and drug testing.
10. Must possess a valid Mississippi Driver's License, Insurance, and reliable transportation.

NOTE: The Administrative Personnel Policy & Procedure 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 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 supervisor, 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