



CHOCTAW TRIBAL SCHOOLS

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

JOB ANNOUNCEMENT #232273

POSITION TITLE: Choctaw Language Instructor (Instructional aide)

OPENING DATE: DECEMBER 14, 2022 **DEC 14 2022**

CLOSING DATE: DECEMBER 21, 2022 OR UNTIL FILLED

SALARY RANGE: Education Compensation Plan

TYPE OF EMPLOYMENT: Regular Full Time, 210 Days

IMMEDIATE SUPERVISOR: School Principal

JOB LOCATION: Pearl River Elementary School

SCOPE OF SERVICE: The Choctaw Language Instructor/IA will facilitate Choctaw language acquisition and maintenance for Choctaw children in the Choctaw Tribal School System. CLI will be responsible for the regular school year and summer school classes, implementing the Choctaw Language Curriculum for children in PreK-3rd grade. The instructor will ensure that the children are being taught the Choctaw language and cultural aspects of the Choctaw people by implementing the five C's of the Choctaw Language Standards which are: communication, cultures, connections comparisons and communities.

The Choctaw Language Instructor/IA will be under the immediate supervision of the principal, receiving guidance from professional staff of the Choctaw Language and Cultural Integration/Annopa Tikbishtiya Program, the CLCI/AT Director, the Director of DOS, and Tribal Language Program/Chahta Immi Department as requested, or as deemed necessary.

DUTIES AND RESPONSIBILITIES:

1. Participate in daily and long-range Choctaw language lessons and classroom activity planning.
2. Conduct Choctaw language learning exercises with individual and small groups of students.
3. Help maintain individual records for each student.
4. Eat lunch with the students daily, to foster good eating habits and table manners, using the Choctaw language with the students.
5. Assure the care and safety of all students enrolled in the classroom at all times.

6. Develop a good working relationship with parents and the Choctaw community.
7. Serve as a good role model for students.
8. Keep a folder of representative work for each student
9. Help to Create a school and classroom environment that reflects the Choctaw language and material culture of the Choctaw people.
10. Implement all instruction in the Choctaw language, the system's philosophy of education, using the Choctaw Language Standards and the Choctaw Language curriculum.
11. Prepare materials and lesson plans for Choctaw language classes assigned and show written evidence of preparation to the Principal and Choctaw Language/Cultural Integration Director.
12. Demonstrate ability to conduct Choctaw language lessons using a variety of teaching methods and integrate Choctaw-specific content into subject areas.
13. Provide bilingual translation as needed for both the regular teacher and student.
14. Provide an environment that is conducive to Choctaw language maintenance by integrating the Choctaw Education plans for the BIE Choctaw Language Development Plan.
15. Participate in the school's organized parent contact program.
16. Keep written records of progress reports, reports of parent contacts, student assessments, student attendance, student misbehavior, and other relevant information to be turned in when needed.
17. Assist in maintaining school records which include attendance reports, health records, and progress charts.
18. Study prescribed course objectives, approved texts, teaching aids and other pertinent materials in order to better know the needs of the students and to apply the necessary skills in teaching the students.
19. Participate in all required staff development sessions and staff meetings.
20. Demonstrate sensitivity to the Choctaw community by participating in community functions.
21. Demonstrate at least an average rating on the annual evaluations conducted by the CLCIP Director.

QUALIFICATIONS:

1. To be in compliance with the "No Child Left Behind Act" , applicants must meet one of the following qualifications:
 - * Completed at least 2 (two) years of study at an institution of higher education (a minimum of 60 academic semester hours) or;
 - * Obtained an Associate of Arts Degree or higher or;

Note: The MBCI may provide a temporary waiver for new employee to complete at least two years of study at an institution within 3 years of employment. Upon graduation, the

employee must be willing to continue employment with the program for another 2 years.

2. Must be able to speak, teach, translate, and understand the Choctaw Language to the extent necessary for classroom instruction and home visits.
3. Must have completed the Choctaw Language Instructor Certification Class, or be willing to complete the Language certification at least within two years of hire for position.
4. Preference for prior similar work experience.
5. 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.
6. Employee in this position is subject to random drug testing.
7. Must possess a valid Mississippi driver's license, adequate transportation, and personal automobile liability insurance.

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 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, REQUEST OR SUBMIT APPLICATION TO:

Mississippi Band of Choctaw Indians

Director, Human Resources

P. O. Box 6033, Choctaw Branch

Philadelphia, Mississippi 39350