



## 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 #018287**

**JOB TITLE:** TITLE I ASSISTANT  
**OPENING DATE:** JUNE 24, 2022 JUN 24 2022  
**CLOSING DATE:** JULY 01, 2022 OR UNTIL FILLED  
**SALARY RANGE:** EDUCATION COMPENSATION PLAN  
**SUPERVISOR:** TITLE I COORDINATOR  
**TYPE OF EMPLOYMENT:** REGULAR FULL TIME/ 250 DAYS

#### SCOPE OF SERVICE:

The Title I Assistant will serve as the assistant to the Title I Coordinator who is responsible for assuring effective implementation and management of the Title I Program operated by the Choctaw Tribal School System and for coordinator of Title I and other federal programs.

#### DUTIES AND RESPONSIBILITIES:

1. Assist in the implementation, preparations, and reconciliation of purchase orders/request for payments that are complete and in acceptable form for submission and approval.
2. Title I Assistant will conduct Choctaw Language Classes by Zoom for all new non-tribal school employees. Curriculum, lesson plans, and evaluations will be responsibilities of the Title I Assistant.
3. Attend training and implement the MSIS data into the MS Dept of Education MSIS data base program. Maintaining these records on a yearly basis.
4. Assure implementation of an efficient data management system for collection of expenditures for title I and Title II.
5. Coordinate with the Title I Coordinator monitoring of program funding allocations and expenditures.
6. Assist in the maintenance of a current inventory of all materials purchased for the Title I Office and the Choctaw Tribal school District.
7. Demonstrate ability to work with individuals and small or large groups, including parents, students, staff members, principals, and classroom teachers.
8. Assist in planning and conducting parent meetings or parent workshops.
9. Assist the Title I Coordinator in preparations of teacher professional development meetings.

10. Some evening work may be required.
11. Carefully adhere to all standards and confidentiality regulations as outlined in Choctaw Tribal School Policy.
12. Use acceptable written and oral expression in all reports and communications with parents, students, and educators.
13. Participate in staff development activities and attend all staff meetings as required by Supervisor.
14. Participate in Choctaw community functions as required.
15. Operate office machines (type-writer and copier). Preferred knowledge of Microsoft Excel program.
16. Maintain records of materials personnel, and center patrons as necessary.
17. Provide bilingual translation/explanation for students, parents/guardians as needed.
18. Attend meetings, workshops, and other Title I conference as required.
19. Assume responsibility for own professional growth and development.
20. Perform other duties as assigned by the immediate supervisor.

QUALIFICATIONS:

1. High school diploma or equivalent. AA degree or higher.
2. Minimum of two years' experience working with children or youth in an educational setting.
3. Demonstrated ability to work well with others.
4. Demonstrated ability to accurately follow procedures and schedules.
5. Knowledge of and experience in the use of tutorial and enrichment educational materials.
6. Fluent speaker of the Choctaw Language.
7. Complete a criminal background check on county, state, national levels. Any record of conviction of criminal or child abuse will result in immediate termination.
8. Employee in this position is subject to random drug testing.
9. Must possess a valid Mississippi Driver's License, adequate transportation, and personal automobile liability insurance.

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**