



## 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 #429284**

**JOB TITLE:** LLI Tutor, Special Education  
**Opening Date:** MARCH 10, 2022 **MAR 10 2022**  
**Closing Date:** MARCH 24, 2022 OR UNTIL FILLED  
**SALARY:** Education Compensation Plan  
**TYPE OF EMPLOYMENT:** Part Time, 210 Contract Days (24 hours a week)  
**SUPERVISOR:** Exceptional Education Coordinator  
**JOB LOCATION:** Standing Pine Elementary School

### SCOPE OF SERVICE:

The tutor will facilitate small learning groups in accordance with the provisions of each student's identified needs to achieve grade level standards. The tutor is responsible for working cooperatively with the centralized special education staff and with the principal and regular classroom teachers to ensure that all program goals and objectives are implemented in an effective manner. Also, the teacher must demonstrate understanding of, and respect for, the unique characteristics of Choctaw culture.

### 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 learners.
3. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
4. Create a school and classroom environment that reflects the material culture of the Choctaw people.
5. Implement by instruction and action the system's philosophy of education and instructional goals and objectives.
6. Strive for excellence in education standards and demonstrate high expectations for learner's academic progress.
7. Prepare for classes assigned and show written evidence of preparation.
8. Obtain and use information about the needs and progress of individual learners.
9. Obtain and use information about the effectiveness of instructional methods, making revisions as needed.
10. Organize instruction to take into account individual differences among learners and specific goals.

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### **TUTOR, SPECIAL EDUCATION**

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11. Demonstrate enthusiasm for teaching and learning and the subject(s) being taught.
12. Use a variety of instructional techniques, strategies and media related to the lesson.
13. Integrate Choctaw-specific content into subject matter instruction.
14. Demonstrate ability to work with individuals, small groups.
15. Demonstrate ability to have effective working relationships with regular classroom teachers.
16. Reinforce and encourage student involvement in instruction.
17. Help learners develop positive self-concepts.
18. Assist the administration in the implementation of all policies and school rules governing student life and conduct; for the classroom, develop reasonable rules of behavior and maintain order in a fair and just manner.
19. Maintain accurate, complete and correct records as required by law, district policy and administrative regulations.
20. Remain knowledgeable of developments in the field by reading current literature, attending professional association meetings and conferences; discuss developments and problems of mutual interest with others in the field.
21. Participate in staff development activities as required by supervisor and system policies.
22. Attend staff meetings and serve on committees as required.
23. Demonstrate sensitivity to the Choctaw community by participating in community functions.
24. Make provisions for being available to students and parents for education-related purposes outside the instructional day when necessary and under reasonable terms.
25. Establish an open line of communication with students, parents and colleagues concerning both academic and behavioral progress of all students.
26. Use acceptable written and oral expression in all communications with educators, students and parents.
27. A minimum of one home visit per child each semester is required.
28. Establish and maintain cooperative professional relations with others.
29. Perform other duties as assigned by supervisor.

#### **QUALIFICATIONS:**

1. Possess a valid Class "A" or "AA" Mississippi Educator License issued by the Mississippi State Department of Education with the appropriate endorsement or the willingness to meet the necessary requirements for an emergency certificate.
2. Ability to work in a rural school system with bilingual students.
3. Excellent communication skills and an academic record that can withstand critical review.
4. Knowledge of and familiarity with the Choctaw Communities.

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 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