



## 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 #229287

**JOB TITLE:** In-School Suspension Supervisor

**OPENING DATE:** AUGUST 08, 2023 **AUG 08 2023**

**CLOSING DATE:** AUGUST 15, 2023 OR UNTIL FILLED

**SALARY:** Tribal Pay Scale, TS

**SUPERVISOR:** School Principal

**TYPE OF EMPLOYMENT:** Regular Full Time

**JOB LOCATION:** Choctaw Central High School

#### SCOPE OF SERVICES:

The In-School Suspension Supervisor helps maintain a safe and orderly climate at Choctaw Central High School and help reduce student absenteeism.

#### DUTIES AND RESPONSIBILITIES:

1. Supervise all detention students at all times while they are placed in detention.
2. Provide individual assistance when needed to complete assignments.
3. Alert teachers to special needs of individual students.
4. Provide individual attention and counseling when appropriate.
5. Develop and maintain accurate files on each detention student.
6. Keep written records of parent/guardian contacts, student misbehaviors, referrals and other relevant information.
7. Foster students with good eating habits and table manners by eating lunch with them.
8. Complete the necessary evaluation instruments regarding the detention program.

9. **Oversee the care and safety of all students in detention at all times.**
10. **Contact parents or guardians by phone and mail when students are sent to detention.**
11. **Develop a good working relationship with parents, staff and the Choctaw community.**
12. **Make home visits and explain to parents of reoccurring students to detention.**
13. **Promote positive attitudes of parents and students towards school.**
14. **Provide assistance to the School Attendance Officer to help overcome problems dealing with absenteeism.**
15. **Serve as a good role model for students.**
16. **Participate in conferences when deemed necessary by the principal or assistant principal.**
17. **Participate in all required staff development sessions and staff meetings.**
18. **Perform other duties as assigned by supervisor.**

**QUALIFICATIONS:**

1. **High School Diploma or GED.**
2. **Possess a Bachelor's Degree in Education.**
3. **Requires a security certification or ability to obtain one.**
4. **Required to maintain a telephone or residents to respond to emergencies when need arise.**
5. **Minimum of 2 years of job related experience, or an equivalent combination of training and experience.**
6. **Excellent communication skills both oral and written.**
7. **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.**
8. **Employee in this position is subject to random alcohol/drug testing.**

9. Must be in good physical health to perform the duties as describe. Good eye-sight and hearing are necessary for safety and efficiency. Required to submit results of annual physical exam.
10. Preference will be given to qualified Indian applicant.
11. Must possess a valid Mississippi Drivers' 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 waiver 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 Naïve 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, Mississippi 39350**