



Department of Early Childhood Education
Phone: 601-650-1680
Mississippi Band of Choctaw Indians
P.O. Box 6010
Choctaw, MS 39350

Job Announcement #401216

Position Title: Secretary / Teacher
Salary Range: Grade 8
Supervisor: Center Director
Type of Employment: Regular Full Time
Job Location: Standing Pine Early Childhood
Opening Date: **JANUARY 05, 2023** JAN 05 2023
Closing Date: **JANUARY 19, 2023 OR UNTIL FILLED**

SCOPE OF SERVICE:

The Secretary/Teacher will be responsible for working cooperatively with the Center Director and other Center staff to ensure that all program goals and objectives, required by the Department of Early Childhood Education, are implemented in an effective manner.

DUTIES:

1. Performs various clerical tasks in support of daily operations such as filing, typing, duplicating, assembling books, stuffing envelopes, preparing packages for mailing, retrieve and sort incoming and process outgoing mail, etc.
2. Assist the Center Director in typing memos to parents and any other correspondence necessary, and making copies of all necessary documents.
3. Maintains a variety of records, files, logs, both manual and computer and completes all purchase order, T&A, personnel forms, etc.
4. Keep record of daily classroom attendance.
5. Assist the Center Director in monitoring Center inventory and assist with yearly inventory check.
6. Assist the Center Director in compiling monthly reports.
7. Assist the Center Director in copying, disseminating and collecting applications and enrollment packets.
8. Tabulate and submit USDA claim reimbursements.
9. Maintain CCDF.
10. Answer telephones and take and relay messages.
11. Greet Center visitors.
12. Assist in other areas of the Center as needed (e.g. classroom, kitchen, home-visit).
13. Maintain a high standard of conduct that would be exemplary for children and parents.
14. Attend all staff meeting and required training.
15. Enhance children's early development experiences through the incorporation of the Early

- Head Start philosophy and goals.
16. Implement daily individual learning activities appropriate to the development level of each child.
 17. Be a good role model for children.
 18. Ensure the care and safety of all children enrolled in the Centers at all times while in attendance at the centers.
 19. Provide daily basic child care, including health checks and toileting needs.
 20. Maintain confidential records and required documents on all assigned children.
 21. Complete necessary reports and turn in on time.
 22. Maintain a warm, supportive learning environment for children.
 23. Maintain good rapport with parents through daily reports, monthly newsletters and parent conferences.
 24. Make home visits as necessary.
 25. Participate in professional development by attending Inservices, staffing and parent meetings.
 26. Maintain a current health card.
 27. Perform all other duties as assigned

QUALIFICATIONS:

1. Prefer an Associate of Arts Degree in Business Administration or have completed at least two years of study at an institution of higher education. Preference given to applicants with work experience in the secretarial field.
2. Prefer academic and/or work experience in the field of Early Childhood.
3. Must have a High School Diploma or General Equivalency Diploma (GED) - **REQUIRED**
4. Must have a current Physical Examination, Proof of TB Skin Test result, current Immunization Form 121 upon initial hiring, and must renew accordingly. - **REQUIRED**
5. Must have dependable transportation, a valid Mississippi Driver's License, and Liability Insurance as required by state law, and must renew accordingly. - **REQUIRED**
6. Continued employment will be contingent upon satisfactory Child Abuse and Criminal Background Check. - **REQUIRED**
7. Must be at least 18 years of age
8. Must have general knowledge of all office equipment i.e., office telephone, typewriter, computer, and copy machine.
9. Preference will be given to those who are fluent in both Choctaw and English.
10. Preference will be given to tribal members.
11. Must be able to meet the daily physical demands of bending, lifting at least 30 lbs. and engaging with children on the classroom floor and on the playground.

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 this 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 the 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, MS 39350**