



**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 #395287**

**JOB TITLE:** School Nurse  
**OPENING DATE:** JANUARY 12, 2023 **JAN 12 2023**  
**CLOSING DATE:** JANUARY 19, 2023 OR UNTIL FILLED  
**SALARY RANGE:** Grade 12, Tribal Pay Scale  
**TYPE OF EMPLOYMENT:** Regular Full Time, 230 Days  
**SUPERVISOR:** School Principal  
**JOB LOCATON:** Choctaw Central Middle School

**SCOPE OF SERVICE AND EFFECT:**

The School Nurse will assist in providing the fullest possible educational opportunity for each student by minimizing absences due to illness and create a climate of health and well-being in the school.

**DUTIES AND RESPONSIBILITIES:**

1. Assist administrators and instructional personnel in a school health program.
2. Participate on curriculum committees in developing health and health related units.
3. Serve as a classroom resource person in support of health related units.
4. Coordinate school-wide programs for vision and hearing screening.
5. Provide teacher training for screening students with health problems.
6. Maintain accurate and up-to-date cumulative immunization and health records of all students.
7. Inform parents, school personnel, physicians, clinics and other agencies of student health status.
8. Observe students on a regular basis to detect health needs.
9. Visit students' homes and conduct health teaching when necessary.

10. Assume authority for care of a student or staff member who has suffered an injury or emergency illness.
11. Make recommendations and referrals of medical and dental needs of individual students.
12. Participate in staff development programs.
13. Implement policy on exclusion and re-admission for students in connection with infectious and contagious diseases.
14. Assist school personnel in maintaining sanitary standards in schools.
15. Collect required Title I documentation in each school.
16. Perform other duties and responsibilities as assigned by the supervisor.

**QUALIFICATIONS:**

1. Valid Mississippi Board of Nursing License as a Registered Nurse.
2. Preference for three (3) years' experience as a Registered Nurse in a school or clinical setting.
3. Ability to work in a rural school system with bilingual students.
4. Excellent communication skills and an academic record that can withstand critical review.
5. Employee in this position is subject to random drug testing.
6. 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.
7. Must possess a valid Mississippi Driver's License, adequate transportation, and personal automobile liability insurance.
8. Display a command of the English Language, both orally and in writing, strong knowledge of business English, knowledge of grammar, spelling, and punctuation; alertness, initiative, good memory and judgement.
9. Knowledge of office policies and procedures.
10. Demonstrative positive attitudes, work habits, and ability to get along with others.

11. Ability to follow instruction, complete work assignments in a timely manner and function under deadlines and administrative pressure.
12. Employee is subject to random drug testing.
13. Must complete a criminal background check on county, state and national levels. Any record or conviction of criminal or child abuse will result in immediate termination.
14. A valid Mississippi Driver's License, reliable transportation and personal 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, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033 – Choctaw Branch  
Choctaw, Mississippi 39350