



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB DESCRIPTION #505373

POSITION TITLE: Choctaw Language Aide

OPENING DATE: MARCH 01, 2023 **MAR 01 2023**

CLOSING DATE: MARCH 08, 2023 OR UNTIL FILLED

SALARY RANGE: Tribal Pay Scale, Level 6

TYPE OF EMPLOYMENT: Regular Full Time, 235 Days

IMMEDIATE SUPERVISOR: School Principal

JOB LOCATION: Pearl River Elementary School

SCOPE OF SERVICE: The Choctaw Language Aide(CLA) will assist the Choctaw language teacher(CLT/CLI) in the Choctaw language classroom for Choctaw children. CLA will work closely with the CLT/CLI to ensure language is being preserved and maintained. CLA will be responsible for providing assistance to the CLT/CLI in implementing the Choctaw Language Curriculum for children in PreK-3rd grade. The CLA will also work with the parents at community Immersion Gatherings and home visits by providing activities for parents to use at home with child. Instructors and aides will strive to create a "team approach" to preserving the Choctaw language. The Choctaw Language Aide will be under the immediate supervision of the principal, receiving guidance from professional staff of the Annopa Tikbishtiya project under the Choctaw Language and Cultural Integration Director of DOS, and Tribal Language Program/Chahta Immi Department as requested, or as deemed necessary.

DUTIES AND RESPONSIBILITIES:

1. Participate in daily and long-range Choctaw language lessons and classroom activity planning.
2. Conduct Choctaw language learning exercises with individual and small groups of students as needed.
3. Escort children to the Choctaw Language Class and then back to their classroom daily.
4. Help CLT/CLI maintain individual records for each student.
5. Eat lunch with the students daily, to foster good eating habits and table manners, using the Choctaw language with the students.

6. Assure the care and safety of all students enrolled in the classroom at all times.
7. Develop a good working relationship with parents and the Choctaw community by conducting home visits at least twice a week.
8. serve as a good role model for students.
9. Assist CLT/CLI to keep a folder of representative work for each student.
10. Help create a school and classroom environment that reflects the Choctaw Language and material culture of the Choctaw people.
11. Assist CLT/CLI in preparing materials and lesson plans for Choctaw Language classes assigned and show written evidence of preparation as needed.
12. Assist in all activities that include parent interactions.
13. Provide bilingual translation as needed for both the regular teacher and student.
14. Participate in the school's organization parent contact program.
15. Assist CLT/CLI in maintaining school records of progress reports, reports of parent contacts, student assessments, student attendance, student misbehavior, and other relevant information to be turned in to the Principal.
16. Assist CLT/CLI in maintaining school records which include attendance reports, health records, and progress charts.
17. The CLA must inform the principal if the CLT/CLI is absent because they are not qualified to supervisor children without an experienced staff person assisting.
18. Continue work on Career plans by taking classes, studying prescribed course objectives, approved texts, teaching aids and other pertinent materials in order to better know the needs of the students and to apply the necessary skills in teaching the students.
19. Participate in all required staff development sessions and staff meetings.
20. Demonstrate at least an average rating on the annual evaluations conducted by the CLCIP/AT Director.

Qualifications:

1. Enrolled member of the Mississippi Band of Choctaw Indians.
2. Must be able to speak, translate, and understand the Choctaw Language to the extent necessary for classroom instruction and home visits.
3. Preference will be given for prior experience working with Early Childhood or similar work experience.
4. Must be able to read and speak the English language at least that the 5th grade level.
5. Must 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 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, REQUEST OR SUBMIT APPLICATION TO:

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