



**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 #258265**

**JOB TITLE:** Lead Teacher  
**Opening Date:** **MARCH 01, 2023** **MAR 01 2023**  
**Closing Date:** **MARCH 08, 2023 OR UNTIL FILLED**  
**SUPERVISOR:** School Principal  
**TYPE OF EMPLOYMENT:** Regular Full Time, 220 Days  
**JOB LOCATION:** Conehatta Elementary School

**SCOPE OF SERVICE:**

The Lead Teacher will work with the school principal and implement instructional support and assessment assistance to high school teachers. The rigot required by the ongoing revisions in the state curriculum and associated state assessments necessitates active support of faculty in moving teacher instruction and student learning to proficient standards of achievement. This focus to provide ongoing instructional support through the design of coordinated professional development, monitoring instructional implementation and progress, as well as helping to identify necessary instructional interventions will benefit high school students through improved and enhanced instruction.

The Lead Teacher must demonstrate understanding of, and respect for, the unique characteristics of Choctaw culture.

**DUTIES AND RESPONSIBILITIES:**

1. Directs and monitors school wide curriculum, instruction, assessments, and staff development initiatives.
2. Observes and supports staffing, developing, improving and supporting the curricular and instructional programs.
3. Monitor the teaching and learning process through the implementation of curriculum, classroom lesson plans, and pacing guides. Review pacing guides on a

“Choctaw Self-Determination”

- semester and yearly basis. Review nine weeks tests to ensure alignment with curriculum objectives.
4. Keep informed on the latest research, trends, and developments in areas relating to academic and technology education.
  5. Supervise new academic and technology programs which are scientifically researched based, designed to improve and increase student achievement.
  6. Articulates a clear philosophy and shared vision of learning. Promotes an effective learning environment.
  7. Communicates with all stakeholders, informing them of important school goals and initiatives. Listens and responds to parent and community concerns through the school principal.
  8. Promotes the continuous improvement of student learning by working with staff to ensure that all groups of students achieve at high levels; ensuring that all students are provided with the opportunities for learning by promoting the use of differentiated strategies.
  9. Develops and monitors data driven school improvement plans including professional development, instructional technology, and classroom observations. Supports building level leadership teams in preparation, implementation and evaluation of school improvement plans.
  10. Responsible to maintain, collect, document, and monitor data driven student, teacher, and school reports for federal and state accreditation requirements.
  11. Serves as an active member of Response to Intervention (RTL) and Teacher Support Team Committees.
  12. Creates a learning environment and cohesive team by demonstrating leadership ability coupled with building rapport with staff members and using collaborative skills.
  13. Administer the Language Assessment Scale (LAS) Test to all students required for bilingual certification.
  14. Perform all duties as the textbook coordinator, including the ordering, issuing, and inventorying of all textbooks.
  15. Perform other duties as assigned by the principal.

**QUALIFICATIONS:**

1. Possess a valid Class AA Mississippi Educator License issued from the Mississippi State Department of Education.
2. Preference given to applicants with extended experience in curriculum and instruction
3. Document 5 years of experience in secondary school setting as a teacher and/or secondary curriculum coordinator.
4. Preference given to applicants with prior teaching experience with Native Americans in a reservation setting.
5. Experience in a leadership role and documented evidence of ability to organize knowledge of subject area and the ability to work well with other people
6. Demonstrates ability to write formal language clearly and effectively.
7. Excellent communication skills and an academic record that can withstand critical review.
8. Ability to work in rural school system with bilingual students.
9. 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.
10. Possess a valid Mississippi Driver's License, personal liability insurance, and adequate transportation.

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