



## 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 #575381

JOB TITLE: District Parent Liaison/Attendance Monitor  
OPENING DATE: **SEPTEMBER 05, 2023** SEP 05 2023  
CLOSING DATE: **SEPTEMBER 12, 2023 OR UNTIL FILLED**  
SALARY: Tribal Pay Scale (TED Grant Funding Source)  
SUPERVISOR: Director of Schools  
TYPE OF EMPLOYMENT: Regular Full Time, 210 Days  
JOB LOCATION: Choctaw Central High School

#### SCOPE OF SERVICE AND EFFECT:

The District Parent Liaison/Attendance Monitor will focus on communicating consistently with students who are at-risk for any reason. This person will communicate with the building level principal, the counselor at each location and the district attendance officers. This person will conduct home visits; personal visits and goal setting with parents and students; and visits with school staff. Under general supervision, serves as the school liaison between parents, teachers, and school personnel. The parent liaison implements and manages school-wide parenting initiatives and activities to empower parents to become positive active participants in the education of their children. Supports the principal and Title 1 chairperson in organization and documentation of parental involvement.

#### Duties and Responsibilities:

1. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of the school in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
2. Promote strategies to support successful school and family interactions.
3. Promote the importance of communication between teachers and parents on an ongoing basis through avenues such as parent-teacher conferences, reports to parents on their children's progress, and volunteer opportunities in a language the family can understand.
4. Provide assistance to parents of children served by the school, as appropriate, in understanding academic standards and how to monitor a child's progress and work with educators to improve the achievement of their children.

5. Previous experience working with and communicating with school staff and parents.

**Qualifications:**

1. 60 hours of post high school credit.
2. Serves as the liaison between parents, teachers, and school personnel.
3. Coordinates parenting sessions and activities.
4. Communicates issues of interest to parents through various formats.
5. Provides information to families regarding public and private resources available.
6. Assist staff with follow-up of core parent issues.
7. Must be proficient in verbal and written communication.
8. Must be able to learn and proficiently use various technology platforms used for school-to-home communication.
9. Must have adequate computer skills and must be able to easily adapt to various computer software such as Microsoft Publisher, Excel, Word, etc.
10. 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.
11. Employee in this position is subject to random drug testing.
12. 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 member 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, then only when a waiver of Native American Preference has been secured from the committee of Human Resource, Training and Development on a case by case basis.

The Authority to waiver Indian 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 a waiver and the Committee determines by viewing 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 a waiver remains in the position for which the waiver was granted. The 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 the waiver is sought, be employed. Supervisors who do not follow the Native American 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, MS 39350