



## CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS  
P.O. BOX 6008  
CHOCTAW, MS 39350  
PHONE (601) 650-7302  
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### JOB ANNOUNCEMENT #096298

**JOB TITLE:** Coordinator, Community Education Resource Center

**OPENING DATE:** SEPTEMBER 14, 2023 SEP 14 2023

**CLOSING DATE:** SEPTEMBER 21, 2023 OR UNTIL FILLED

**SALARY RANGE:** Education Compensation Plan

**SUPERVISOR:** Coordinator, Home & Family Services

**TYPE OF EMPLOYMENT:** Regular Full Time 255 Days

**JOB LOCATION:** Crystal Ridge Resource Center

#### SCOPE OF SERVICE:

To coordinate the provision of services at the assigned Community Education Resource Center, including working with parents/guardians and community members in gaining the skills to be better parents and to better assist their children in schoolwork; working with students by coordinating tutorial and enrichment programs, and supervising center staff for the effective provisions of services.

#### DUTIES AND RESPONSIBILITIES

1. Work directly with parents and staff of the Choctaw Tribal Schools to design and implement appropriate programs and services.
2. Manage the selection, purchasing, use and inventorying of instructional materials and coordinate the distribution and use of such materials for the Community Education Resource Center.
3. Coordinate the selection and hiring of part-time tutors, as needed.
4. Plan, coordinate, and supervises an afternoon and/or evening tutorial program for students and parents/guardians.
5. Develop and present appropriate workshops for parents/guardians and community members.
6. Maintain accurate records of purchases, expenditures, personnel time and attendance.
7. Attend meetings and conferences as appropriate.
8. Serve as an advocate for parents/guardians and students in the local public schools and staying informed of public school schedules, policies, and assignments.
9. Complete a criminal background check on county, state and national levels. Any records or conviction of criminal or child abuse will result in immediate termination.

10. Work with local public schools staff in developing a good working relationship with the parents/guardians and the Choctaw Community.
11. Accompany public school staff on required home visits.
12. Participate in public schools organized parent contact program.
13. Keep a folder of parents/guardians community student participation.

#### **QUALIFICATIONS:**

- 1 High School Diploma
- 2 To be in compliance with the "No Child Left Behind Act" applicants must meet one of the following qualification:
  - \*Complete at least 2 (two) years of study at an institution of higher education (a minimum of 60 academic Semester hours) or;
  - \*Obtained an Associate of Arts Degree or higher or
- 3 Must be able to speak both Choctaw and English to the extent necessary for translation and/or interpretation as needed.
- 4 Above average math skills with the ability to maintain accurate records.
- 5 Demonstrate ability to plan and implement projects and programs.
- 6 Demonstrate ability to work well with others
- 7 Preference for prior similar work experience
- 8 Employee in this position is subject to random drug testing
- 9 Complete a criminal background check on county, state, and national levels. Any records or conviction of criminal or child abuse will result in immediate termination.
- 10 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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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, MS 39350