



WORKFORCE DEVELOPMENT

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MISSISSIPPI BAND OF CHOCTAW INDIANS

P.O. BOX 6010

CHOCTAW, MS 39350

JOB ANNOUNCEMENT # 451243

POSITION TITLE: Teaching Assistant

SALARY: Grade 4

Opening Date: **SEPTEMBER 05, 2023** **SEP 05 2023**

Closing Date: **SEPTEMBER 19, 2023 OR UNTIL FILLED**

SUPERVISOR: Adult Education Director

TYPE OF EMPLOYMENT: Regular Full Time

JOB LOCATION: Manpower Training Center Building and/or as Assigned

SCOPE OF SERVICE AND EFFECT:

The Teaching Assistant will assist the adult education instructor in organizing, conducting, and preparing materials for the Adult Basic Education Program. The Teaching Assistant will assist in planning and implementing classroom activities including enrichment which may take place outside the classroom. Under the supervision and direction of the instructor, the Teaching Assistant will aid in the diagnostic testing and on-going evaluation and record keeping.

DUTIES AND RESPONSIBILITIES:

1. Assist the instructor in organizing and conducting classes.
2. Assume responsibility for individualized and/or group instruction as determined by the instructor.
3. Assist in developing and following lesson plans designed to meet the individual needs of the adult learner and Compulsory Attendance Waiver Learner.
4. Assist in diagnostic testing and on-going adult learner and Compulsory Attendance Waiver Learner evaluation.
5. Develop an individualized education plan.
6. Assist instructor in establishing and maintaining adult learner files for the main office and class site.
7. Submit monthly activity, monthly statistical, attendance and other record-keeping reports as required by the program.
8. Make home visits and participate in other recruitment activities and attend community functions.
9. Participate in staff development and in-service training in-state or out-of-state as mandated by the program.

"CHOCTAW SELF-DETERMINATION"

10. Provide transportation for classes, GED testing and other program related activities using program vans.
11. Assist the instructor and/or teach basic literacy, General Education Development and life coping skills to the adult learner and Compulsory Attendance Waiver Learner.
12. Must be able to work day and evening hours.
13. Assist the instructor in preparing and keeping the classroom neat and orderly.
14. Must conduct, him/her in a professional manner in dress and mannerism.
15. Provide childcare service to parents studying for the general education development as needed.
16. Become certified to assist Choctaw Tribal members in preparing free income tax service.
17. Work during the Annual Choctaw Indian Fair and as assigned.
18. Perform other job related duties as assigned by the supervisor.

QUALIFICATIONS:

1. Must have a high school diploma, GED certificate or an Associate of Arts Degree.
2. Must obtain satisfactory score of 11th grade level or higher on the TABE Placement Test.
3. Preference to qualified Choctaw Tribal member and experience in teaching.
4. Must be able to speak fluently in Choctaw and English language.
5. Must be willing to work toward a college degree as a professional development.
6. Must have computer skills in Microsoft Word.
7. Must possess a valid Mississippi driver's license, adequate transportation, and personal automobile liability insurance.
8. Complete a criminal background check on county, state and national levels. Any records or conviction of criminal or child abuse charges will result in immediate termination as approved.

NOTE: The Administrative Personnel Policy and Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved as follows:

Notwithstanding this Native American preference, MBCI will employ non-MBCI members only when no qualified member of the MBCI can be recruited, 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 is 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 Indian Preference Laws can only be exercised by the Committee on Human Resources, Training, and Development, and 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 non-MBCI member can be made by the Committee only for as long as the non-MBCI member remains in the position for which the waiver as granted. That waiver does not apply to other openings for the non-MBCI member or other Native American may have interest in 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 that any specific applicant other than the one for which waiver is sought, be employed.

FOR MORE INFORMATION CONTACT:

Mississippi Band of Choctaw Indians
Human Resources
Choctaw Branch
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Choctaw, MS 39350