



**WORKFORCE DEVELOPMENT  
ADULT EDUCATION PROGRAM**

PHONE: (601)650-1756

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MISSISSIPPI BAND OF CHOCTAW INDIANS

P.O. BOX 6090

CHOCTAW, MS 39350

**JOB ANNOUNCEMENT # 451243**

**POSITION TITLE:** Teaching Assistant

**SALARY:** Negotiable

**OPENING DATE:** **APRIL 28, 2025** APR 28 2025

**CLOSING DATE:** **MAY 12, 2025 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 activities 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 evaluation and Compulsory Attendance Waiver learner evaluation
5. Develop an individualized education plan for the adult learner
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 Program

10. Provide transportation for classes, GED testing, and other program related activities using the program vans
11. Assist the instructor and/or teach basic literacy skills, 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 himself/herself in a professional manner in dress and mannerism
15. Provide childcare service to parents studying for general education development as needed
16. Become certified to assist Choctaw Tribal members 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 12<sup>th</sup> grade level or higher on the TABE placement test.
3. Must be able to speak both Choctaw and English language.
4. Must be willing to work toward a college degree as a professional development
5. Proficient in computer skills (most up-to-date versions of Microsoft Software)
6. Must possess a valid Mississippi driver's license, adequate transportation, and personal automobile liability insurance.
7. Complete a criminal background check in 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 & 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