



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
PO BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
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JOB ANNOUNCEMENT #232283

JOB TITLE: Special Education Educational Aide
OPENING DATE: MAY 02, 2025^{MAY 2 2025}
CLOSING DATE: MAY 16, 2025 OR UNTIL FILLED
SALARY RANGE: Education Compensation Plan
TYPE OF EMPLOYMENT: Full Time, 210 Days
SUPERVISOR: School Principal
JOB LOCATION: Pearl River Elementary School

SCOPE OF SERVICE:

The Educational Aide is to convey information between school and community to encourage the understanding and sharing of individual student needs identified in the students Individualized Education Plan (IEP). The Aide is to assist the teacher in the individual identified needs of students to ensure students' participation in classroom activities as much as possible and maintaining the educational environment so that students may learn effectively.

DUTIES AND RESPONSIBILITIES:

1. Alert the teacher to special needs of individual students.
2. Assist the teacher in preparing and keeping the classroom in a neat and orderly manner.
3. Assure the care and safety of all students enrolled in the classroom at all times.
4. Assist teacher in developing a good working relationship with parents and the Choctaw community.
5. Serve as a good role model for students.

"CHOCTAW SELF-DETERMINATION"

6. Supervise the class in case of emergency when the teacher has notified the office or another of his absence.
7. Provide bilingual translation as needed for both teacher and student.
8. Accompany the teacher on required home visits.
9. Keep written records of parent contacts and student behavior progress.
10. Monitor and redirect student behavior as assigned.
11. Train the student in appropriate eating habits at all meals and snacks.
12. Assist students moving to and from various activities.
13. Assist students in going to special activities.
14. Assist students with going to the bathroom.
15. Assist with toileting and clean and change diapers, if needed.
16. Assist students with fine motor skills.
17. Participate and show competency in specify identified need of student(s) as listed in the IEP.
18. Complete required certifications, if required, to maintain position (E.g. Feeding tube, CPR).
19. Participate in alt required staff development sessions and staff meetings.
20. Perform other duties as assigned by supervisor.

QUALIFICATIONS:

1. Enrolled member of the Mississippi Band of Choctaw Indians.
2. Must be highly qualified to work as a teacher assistant with a minimum of 60 hours of college academic hours.
3. Willingness to work with students who require self-help assistance (e.g. feeding, toileting, dressing).
4. Must be able to speak both English and Choctaw to the extent necessary for classroom instruction.

5. Preference for prior or similar work experience.
6. Complete a criminal background check on county, state and national levels. Any record of conviction of criminal or child abuse charges will result in immediate termination.
7. Employee in this position is subject to random drug testing.
8. Must possess a valid Mississippi Driver's License, adequate transportation and personal liability automobile 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 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