



## CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS  
P.O. BOX 6008  
CHOCTAW, MS 39350  
PHONE (601) 650-7302  
FAX (601) 656-9454

### JOB ANNOUNCEMENT #149273

**JOB TITLE:** Teacher, Computer Application  
**OPENING DATE:** MAY 02, 2025 MAY 02 2025  
**CLOSING DATE:** MAY 16, 2025 OR UNTIL FILLED  
**SALARY RANGE:** Education Compensation Plan  
**TYPE OF EMPLOYMENT:** Regular Full Time, 210 Days  
**SUPERVISOR:** School Principal  
**JOB LOCATION:** Pearl River Elementary School

#### SCOPE OF SERVICE:

The Teacher, Computer Application, facilitates learning for children in grades K-6 and is responsible for teaching skills and concepts that will enable students to successfully function physically, intellectually, emotionally, and psychologically both on and off the reservation. Also, the teacher must demonstrate understanding of, and respect for, the unique characteristics of the Choctaw Culture.

#### DUTIES AND RESPONSIBILITIES:

1. Meet classes and instruct students at the location and time designated.
2. Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
3. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
4. Create a school and classroom environment that reflects the material culture of the Choctaw People.
5. Implement by instruction and action the system's philosophy of education and

"CHOCTAW SELF-DETERMINATION"

instructional goals and objectives.

6. Strive for excellence in education standards and demonstrate high expectations for learners' academic performance.
7. Prepare for classes assigned and show written evidence of preparation.
8. Obtain and use information about the needs and progress of individual learners.
9. Obtain and use information about the effectiveness of instruction, making revisions as needed.
10. Organize instruction to take in account individual differences among learners.
11. Demonstrate enthusiasm for teaching and learning and the subject being taught.
12. Use a variety of instructional techniques, strategies, and media related to the lesson.
13. Integrate Choctaw-specific content into subject matter instruction.
14. Demonstrate ability to work with individuals, small groups, and large groups.
15. Reinforce and encourage student involvement in instruction.
16. Help learners develop positive self-concepts.
17. Assist the administration in the implementation of all policies and school rules governing student life and conduct; for the classroom, develop reasonable rules of behavior and maintain order in a fair and just manner.
18. Maintain accurate, complete, and correct records as required by law, system policy and administrative regulations.
19. Remain knowledgeable of developments in the field by reading current literature, attending professional association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.
20. Participate in staff development activities as required by supervisor and system policies.
21. Attend staff meetings and serve on committees as required.
22. Demonstrate sensitivity to the Choctaw community by participating in community functions.
23. Make provisions for being available to students and parents for education related

purpose outside the instructional day when necessary and under reasonable terms.

24. Establish an open line of communication with students, parents, and colleagues concerning both academic and behavioral progress of all students.
25. Establish and maintain cooperative professional relations with others.
26. Use acceptable written and oral expression in all communications with educators, students, and parents.
27. Perform other duties as assigned by the supervisor.

**QUALIFICATIONS:**

1. Possess a State of Mississippi Educator License issued by the State Board of Education of Mississippi with the appropriate endorsement.
2. Ability to work in a rural school system with bilingual students.
3. Knowledge of and experience in the implementation of computer assisted instruction programs.
4. Knowledge of and experiences with a variety of PC application packages.
5. Excellent communication skills and an academic record that can withstand critical review.
6. Knowledge of and familiarity with the Choctaw Communities.
7. 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.
8. Employee in this position is subject to random drug testing.
9. 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 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