



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9154

JOB ANNOUNCEMENT #187319

JOB TITLE: Gate Attendant

OPENING DATE: MARCH 03, 2026 MAR 03 2026

CLOSING DATE: MARCH 17, 2026 OR UNTIL FILLED

SALARY: Tribal Pay Plan, Grade 7

SUPERVISOR: School Safety Officer

TYPE OF EMPLOYMENT: Regular Full Time, 255 DAYS

JOB LOCATION: Choctaw Central High School

SCOPE OF SERVICES:

The Gate Attendant works under the supervision of the School Safety Officer to increase and maintain a high level of safe school environment by monitoring the entrance and exit of individuals to and from the Choctaw Central Campus.

DUTIES AND RESPONSIBILITIES:

1. Log incoming and outgoing of each staff members, visitors, and students in vehicles or walk-ins.
2. Document visitors' names, date, time of arrival/departure, vehicle type and tag number.
3. Advise parents/guardians of student drop-off and pick-up of the inner circle of the front school parking lot.
4. Immediately report any suspicious persons or vehicles to the school safety officer.
5. Immediately notify the school safety officer and principal of all confrontation with staff, students, and visitors.
6. Immediately notify the school safety officer and principal if a weapon is visible on an individual or in a vehicle that is not associated with Law Enforcement Programs. Advise the individual to refrain from leaving the premises and to park the vehicle to

the side when necessary until security arrives and authorizes release. Contact Choctaw Police Department ONLY when approved by the principal. Exception only in extreme emergencies.

7. Immediately notify the school safety officer and principal when the presence or possession of drugs and alcohol is evident or suspected. Contact Choctaw Police Department ONLY when approved by the principal. Exception only in extreme emergencies.
8. Participate in monthly in-service training on school safety and security related subjects provided by the T.A.S. Program.
9. Report to the school safety officer when vehicles inside the campus are in violation of "No Parking", fire lane, and other prohibited zones.
10. Assist the students and visitors with instructions to proceed to safety during emergency and practice fire drills, external and internal disasters.
11. Assist the school or tribal security as needed during school scheduled events or activities.
12. Actively participate with school staff and officials to improve school campus security.
13. Respond to various security alerts, such as unauthorized persons in restricted areas or disturbances inside or outside buildings.
14. Use judgment wisely to respond to radio calls.
15. Keep guardhouse and outside area clean at all times.
16. Remain at designated post at all times until a replacement is secure.
17. Performs other duties as assigned by supervisor in providing a safe, orderly environment conducive to learning and instruction.

PHYSICAL DEMANDS:

This position requires sitting, standing, stooping, and bending.

WORKING CONDITIONS:

The work is done outside sometimes during adverse or extreme weather conditions and frequently exposed to unpleasant conditions from dust and dirt.

QUALIFICATIONS:

1. Enrolled member of the Mississippi Band of Choctaw Indians.
2. High School Diploma or GED.
3. Must be in good physical condition.
4. Must be able to follow oral and written instructions and write accurate reports.
5. Possess excellent communication skills.
6. Be able to establish and maintain good rapport with staff, visitors, and students.
7. Employee in this position is subject to random drug testing.
8. 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.
9. Must possess a valid Mississippi Drivers' 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 waiver 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**