



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 #400277

JOB TITLE: SCHOOL DAY TUTOR, U.S. HISTORY

OPENING DATE: APRIL 07, 2025 **APR 07 2025**

CLOSING DATE: APRIL 21, 2025 OR UNTIL FILLED

SALARY: \$30.00 PER HOUR

TYPE OF EMPLOYMENT: 24 HOURS A WEEK (TUES, WED, THURS)

SUPERVISOR: PRINCIPAL

JOB LOCATION: CHOCTAW CENTRAL HIGH SCHOOL

SCOPE OF SERVICE:

The tutor is responsible for working cooperatively with the principal and regular classroom teachers to ensure that all program goals and objectives are implemented in an effective manner. Inclusion and pullout models of instruction are used to meet students' needs.

DUTIES AND RESPONSIBILITIES:

1. Obtain and use student data, teacher referrals, and/or parent referrals to determine the eligibility for tutorial services.
2. Create a tutorial session that is conducive to learning and appropriate to the maturity and interest of the learners.
3. Implement by instruction and action the system's philosophy of education and instructional goals and objectives.

4. **Strive for excellence in education standards and demonstrate high expectations for learner's academic progress.**
5. **Prepare for tutorial sessions and turn in Title I Monthly Reports to the Title I Coordinator.**
6. **Integrate Choctaw-specific content into subject matter instruction.**
7. **Demonstrate ability to have effective working relationships with regular classroom teachers.**
8. **Reinforce and encourage student involvement in instruction.**
9. **Help learners develop positive self-concepts.**
10. **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.**
11. **Participate in staff development activities as required by supervisor and system policies.**
12. **Demonstrate sensitivity to the Choctaw community by participating in community functions.**
13. **Establish an open line of communication with students, parents, and colleagues concerning both academic and behavioral progress of all students.**
14. **Perform other duties as assigned by supervisor.**

QUALIFICATIONS:

1. **Possess a valid Class "A" or "AA" Mississippi Educator License issued by the Mississippi State Department of Education with the appropriate endorsement or the willingness to meet the necessary requirements.**
2. **Ability work in a rural school system with bilingual students.**

3. **Excellent communication skills and an academic record that can withstand critical review.**
4. **Knowledge of and familiarity with the Choctaw Communities.**
5. **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.**
6. **Employee in this position is subject to random drug testing.**
7. **Must possess a valid 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 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**