



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 #246284

JOB TITLE: Job Coach/Bus Driver

OPENING DATE: APRIL 04, 2025 APR 04 2025

CLOSING DATE: APRIL 21, 2025 OR UNTIL FILLED

SALARY: Education Compensation Plan

SUPERVISOR: School Principal

TYPE OF EMPLOYMENT: Regular Full Time, 210 Days

JOB LOCATION: Career Technical Education Center

SCOPE OF SERVICES:

The Job Coach/Bus Driver is responsible for providing job coaching and transportation services for students at Occupational Training Center who have been identified with a physical or mental disability. In addition, the Job Coach/Bus Driver will assure that the target job is performed at the level required by the employer even in the event that the Job Coach/Bus Driver should complete the job duties. The Job Coach/Bus Driver will also ensure that the student is integrated into the job site by providing transportation and supports on the work-site extended service provider. The Job Coach/Bus Driver will assist in providing long term follow-up as long as the student is in the vocational program.

DUTIES AND RESPONSIBILITIES:

1. Providing work site coverage in accordance with a pre-arranged schedule, compensating to ensure that the conditions of the employment agreement are met if the student is not a fully productive worker.
2. Supporting Choctaw Tribal Schools' mission and philosophy by assisting the students to prepare, interview, and train for employment.

"CHOCTAW SELF-DETERMINATION"

3. Assessing and supporting program participants under daily routine and crisis circumstances in a manner which helps ensure their success in community living.
4. Participating in the development and design of structured skills training programs and implementing program for skills acquisition of the Choctaw Tribal Schools' Vocational Program.
5. Assisting in meeting the participant's supplemental needs 9e.g. nutritional, medical, emotional, and other human needs" during the workday.\
6. Providing personal protection and safety to students who may be in need of first aid or medical attention, in accordance with Choctaw Tribal Schools' policies and procedures.
7. Documenting the implementation of work and training programs in a manner, which needs Tribal standards, as well as, Choctaw Tribal Schools" policies and procedures.
8. Accompanying participants to medical, employment interviews, and other engagements, as well as, providing transportation, guidance, support, and communications assistance as necessary. Documenting the outcomes of those meetings and activities and reporting to the appropriate, Choctaw Tribal Schools' staff, will be necessary.
9. Participating in training activities related to the job and district requirements.
10. Responsibility for reporting student progress to Choctaw Central Transition Specialist.
11. Responsibility for teaching job-related skills, such as, being on time and grooming.
12. Responsibility for acting as advocate for the students in the job setting.
13. Learn target job in a brief training period.
14. Design appropriate and individualized training strategies for each student.
15. Orient student to work setting.
16. Train student to specific job duties using suggested training methods.
17. Assure that all job duties are performed to employer standards, which may involve completing job duties
18. Perform other duties as assigned by supervisor.

QUALIFICATIONS:

1. High School Diploma or GED required.
2. AA Degree or 60 hours college hours preferred.
3. Possess a Job Coach Certification from a training facility.
4. Ability to communicate effectively one-to-one with students and parents/guardians.
- 5, Complete a criminal background check on county, state, and national levels, Any record or conviction or child abuse charges will result in immediate termination.
6. Employee in this position is subject to random alcohol and drug testing.
7. Must possess a valid Mississippi Drivers' license with appropriate commercial endorsement, personal liability insurance and adequate transportation.

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

2

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**