



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
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JOB ANNOUNCEMENT #096373

POSITION TITLE: Choctaw Language Assessment Coordinator
OPENING DATE: APRIL 04, 2025 **APR 04 2025**
CLOSING DATE: APRIL 21, 2024 OR UNTIL FILLED
SALARY RANGE: Tribal Pay Plan, Grade 12
TYPE OF EMPLOYMENT: Regular Full Time, 255 Days
SUPERVISOR: Choctaw Language & Cultural Integration/Annopa Tikbishtiya Coordinator
JOB LOCATION: Department of Schools-Central Office

SCOPE OF SERVICE:

The Assessment Coordinator will work with the Choctaw Language/Cultural Integration (CLCI) Program and the Choctaw Tribal Language Program (CTLTP). Employee will coordinate Choctaw Language Assessments in the six Choctaw Tribal Schools System working with Department of Schools staff and other program staff to develop, align and conduct assessment trainings and helping the assessment team conduct assessments twice a year using the ELLOPA assessment tools, with language and content standards for learners in grades Pre-K — 3rd. The Assessment Coordinator will work with Choctaw Language Instructors to facilitate assessment tasks annually.

DUTIES AND RESPONSIBILITIES:

Assessment Coordinator

1. Coordinate Choctaw language assessments for all PreK-3rd students in Choctaw Tribal Schools System with Choctaw Language Instructors (CLIs).
2. Adapt best practice assessment tools to measure annual proficiency increases among students receiving sequential instruction in the Choctaw Language Curriculum.
3. Research and draft a proficiency scale for Choctaw language learners that is relevant to Mississippi Choctaw language skills and functions, w assistance from consultants.

4. **Align assessment tools and proficiency scale to Choctaw Language Curriculum for three years of sequential instruction with learners in grades Pre-K — 3rd.**
5. **Coordinate input from CTLP Curriculum Coordinator, DOS CLIs, Curriculum Specialists, CLCI Coordinator, and DCI CTLP Coordinator & program staff as needed.**
6. **Prepare and Present materials for review to community organizations.**
7. **Assist in the ordering and processing of materials needed for the program.**
8. **Present materials for approval to Choctaw Language Advisory Board and/or MBCI Tribal Council.**
9. **Develop and facilitate assessment tool trainings for Choctaw Language Instructors.**
10. **Input data information into the database of assessment scores, etc.**
11. **Assist CLCI Program Director in other duties as assigned that is within the Choctaw Language program and BIE requirements, under DOS.**

QUALIFICATIONS:

1. **Bachelors' degree or AA degree preferred.**
2. **At least 2 years of some management experience.**
3. **Must have strong written, presentational and interpersonal communication skills.**
4. **Must have strong computer skills and experience with various applications to include word processing, desktop publishing, database management, and presentation software packages.**
5. **Must be able to work independently with minimal guidance and management.**
6. **Must be fluent in the Choctaw language and have a strong cultural awareness of the Choctaw tribe.**
7. **Must possess a Mississippi Driver's license, personal automobile liability insurance and adequate transportation.**
8. **Must complete a criminal background check**

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**