



**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 #096289**

**JOB TITLE:** Coordinator, Mobile Parent/Community Education Resource Bus

**OPENING DATE:** NOVEMBER 18, 2024 **NOV 18 2024**

**CLOSING DATE:** DECEMBER 02, 2024 OR UNTIL FILLED

**SALARY RANGE:** Education Compensation Plan

**SUPERVISOR:** Community Relations Specialist

**TYPE OF EMPLOYMENT:** Regular Full Time, 210 Days Employment Contract

**JOB LOCATION:** Division of Schools, Central Office

**SCOPE OF SERVICE:**

The Coordinator, Mobile Parent/Community Education Resource Bus, will serve as a link between the Parent/Community Education Resource Center and the parents/guardians and communities of the Choctaw Tribal School System by planning, managing, and operating the activities of the Mobile Parent/Community Education Bus. This position requires above average skills in interpersonal relations, academic instruction, excellent self-motivation and self-discipline because much of the work is performed in an independent and unsupervised setting. The coordinator exercises established duties under the direct supervision of the Community Relations Specialist of the Division of Schools.

**DUTIES AND RESPONSIBILITIES:**

1. Works directly with parents/guardians and community members of the six Choctaw communities to implement appropriate program and services.
2. Plans, coordinates, and supervises regularly scheduled morning and afternoon tutorial programs for students, parents/guardians, and other community members.
3. Manages the selections, purchasing, use and inventorying of instructional materials and coordinates the distribution and use of such materials for the Mobile Parent/Community Education Resource Bus.

4. **Develops a technology program that will enable parents/guardians, students, and community members to successfully master the basic use of computers.**
5. **Works directly with the parents/guardians and staff members of the Choctaw Tribal Schools to design and implement appropriate programs and services.**
6. **Maintains accurate records of purchases, expenditures, personnel time and attendance,**
7. **Attend meetings, professional development activities, and conferences as appropriate.**
8. **Keep folders of parents/guardians-community-student participants.**
9. **Plan and implement a regular daily schedule of bus visits to each community.**
10. **Provide news articles to the Choctaw Community News and local newspapers. Post flyers and posters relating to bus schedules, services, and special events at facility buildings, schools, community stores, and other appropriate locations.**
11. **Serve as Primary driver for the bus.**
12. **Perform other duties which may be incidental/non-routine in nature as assigned by the supervisor.**

**QUALIFICATIONS:**

1. **Bachelor's Degree or higher in Elementary Education or related field.**
2. **Possess a valid Mississippi Educator License issued by the State Board of Education of Mississippi with an endorsement in Elementary Education.**
3. **Must have a current Commercial Driver's License with air brake endorsement.**
4. **Above average communication skills with the ability to write reports and to speak before groups of parents/guardians, students, and community members.**
5. **Ability to speak both English and Choctaw to the extent necessary for translation and/or interpretation, as needed, preferred.**
6. **Above average math skills with the ability to maintain accurate records.**
7. **Demonstrate ability to plan and implement projects and programs.**
8. **Demonstrate ability to work well with others.**

9. **Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse will result in immediate termination.**
10. **Employee in this position is subject to random drug testing.**
11. **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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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, MS 39350