



## 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 #369277

**JOB TITLE:** Records Manager  
**OPENING DATE:** NOVEMBER 05, 2024 <sup>NOV 05 2024</sup>  
**CLOSING DATE:** NOVEMBER 19, 2024 OR UNTIL FILLED  
**SALARY:** Grade 8  
**TYPE OF EMPLOYMENT:** Regular Full Time, 250 Days  
**SUPERVISOR:** School Principal  
**JOB LOCATION:** Choctaw Central High School

#### SCOPE OF SERVICE

The Records Manager will have primary responsibility for maintaining all student enrollment and attendance records for grades 9-12 at Choctaw Central High School, The School Principal will serve as the supervisor for this position.

#### DUTIES AND RESPONSIBILITIES:

1. Receives office phone calls and visitors, with attention to confidentiality and sensitive situations.
2. Maintains the Native American Student Information System (NASIS) computer based record keeping of grades, attendance, and student demographic data, inputting new student information as required and updating records as appropriate.
3. Enrolls new students, with care, for the accurate completion or collection of all necessary enrollment data and forms.
4. Requests records for all new or transfer students and procures these records.

5. **Completes withdrawal procedures for transferring students, with care for the accurate completion or collection of all necessary withdrawal data and forms. Sends grades and appropriate forms to transferring student's new school.**
6. **Construct and/or maintains a cumulative folder and permanent record for each student. Accurately files student records in the appropriate places. Takes care to ensure that records are complete, accurate, and in compliance with all applicable school, state, and/or BIA regulations.**
7. **Maintains and collects bubble sheets for scanning grades to print teacher verification sheets from teacher's grades for printing and mailing reports cards in an accurate and timely manner.**
8. **Assists in the development of student class assignments and teacher class assignments as needed.**
9. **Assists in the tasks for beginning the new school year. Assists in the tasks of checking out students and teachers for the close of the school year.**
10. **Assists the school counselor in the completion of forms, reports, and documentation for Title I, Division of Schools, and other requesting agencies pertaining to school records.**
11. **Assists other secretaries as assigned by the supervisor.**
12. **Performs other duties as assigned by the supervisor.**

**SKILLS:**

**Type 50 or more words a minute or greater for five minutes with no more than five errors. A typing skills test will be requested.**

**Ability to operate office machines, such as computers, calculators, and copier.**

**Display a command of English languages, both orally and in writing, strong knowledge of the business English, knowledge of grammar, spelling, and punctuation, alertness, initiative, good memory, and judgment make quick decisions.**

**Possess a strong working knowledge of daily office and school policies and procedures and knowledge of tribal policies and procedures as it relates to school business.**

**QUALIFICATIONS:**

- 1. High School Diploma or GED. Preference for applicants with college or business school training in secretarial skills.**
- 2. Preference for prior work experiences requiring extensive record-keeping and typing.**
- 3. Preference for an individual with demonstrated ability to learn the Native American Student Information System (NASIS) record-keeping software program.**
- 4. Knowledge of basic accounting principles.**
- 5. Knowledge of and experience with the operation of office machines, microcomputers, and work processing.**
- 6. Above average typing skills (50 wpm) with fewer than 5 errors.**
- 7. Good written and oral communication skills.**
- 8. Demonstrate positive attitudes, work habits, and ability to get along with others.**
- 9. Ability to follow instructions, complete work assignments in a timely manner and function under deadlines and administrative pressures.**
- 10. 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.**
- 11. Employee in this position is subject to random alcohol or drug testing.**
- 12. 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 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**