

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### APPLY IN PERSON AT:

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



#### OR MAIL TO:

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

#### APPLY ONLINE AT:

<http://oneida-nsn.gov>

**POSITION TITLE:** Child Care Teacher (**Sub-Relief**)  
**(8 - 20 hours per week)**

**POSITION NUMBER:** 01706

**DEPARTMENT:** Economic Support Services

**LOCATION:** 2640 West Point Rd Green Bay WI

**DIVISION:** Governmental Services

**RESPONSIBLE TO:** Child Care Program Manager

**SALARY:** NE04 \$9.94/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**

**CLASSIFICATION:** Non-Exempt

**POSTING DATE:** July 24, 2013

**CLOSING DATE:** Ongoing Recruitment

**Proposed Start Date:** This is a Sub Relief position will work 'on call' as needed.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

### **POSITION SUMMARY**

Accomplish the Center for Self Sufficiency objectives by implementing developmentally appropriate curriculum for multiple age groups, ranging from infants to thirteen (13) years of age. Ensure a safe and secure environment for children within the Children's Center. Must be able to work flexible hours. Continuation of this position is contingent upon funding allocations.

### **DUTIES AND RESPONSIBILITIES:**

1. Assess and select developmentally appropriate activities and curriculum designed to enhance each child's individual development in the areas of social, emotional, physical, and cognitive skills incorporating a cultural emphasis.
2. Develop written monthly lesson plans; plan activities to stimulate growth in language, social, and emotional; and motor skills.
3. Provide activities and experiences in all curriculum areas; alternate quiet and active activities to avoid over-stimulation or fatigue.
4. Maintain a safe, orderly, attractive, and stimulating physical environment for children. Ensure safety of children at all times by maintaining a safe classroom with clear exits for evacuations.
5. Establish classroom rules and routines that are understood and accepted by children and their parents.
6. Lead and assist clinic teachers in implementing established lesson plans by providing guidance to visiting teachers.
7. Use appropriate, positive, and consistent child guidance by practicing redirection techniques to encourage positive behavior.
8. Observe and interact with children and encourage their involvement in activities.
9. Instruct children in practices of personal cleanliness and self-care.
10. Foster cooperative social behavior; promote self-expression and appreciation.
11. Maintain inventory, materials, and supplies to include; ordering, following up with packing slips and invoices and includes knowledge of ordering and preparation of nutritional snacks.
12. Ensure communication with teachers, parents, and supervisor regarding concerns and pertinent information about the children.
13. Greet parents, write notes about behavior, and discuss children's behaviors with parents.

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#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

14. Complete and maintain confidential records for children as required by the Oneida Children's Center Department Standard Operating Procedures, including: daily sign-in sheets; customer applications; medical log; accident and incident reports; lesson plans; and cleaning and sanitation check lists.
15. Create and submit accurate reports, including: state and federal reports; monthly and semiannual reports; monthly time studies; and statistical and narrative information.
16. Create and maintain spreadsheets to summarize and clarify statistical data.
17. Foster and maintain a positive relationship with teaching partners.
18. Attend monthly in-service teacher training, completing twenty-five (25) continuing education hours per year, and other pertinent training as required by supervisor.
19. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional networks.
20. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
21. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
22. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, stand, sit; reach with hands and arms; stoop, kneel, crouch, or crawl.
2. Occasionally lift and/or move up to fifty (50) pounds.
3. Work is generally performed in a classroom or office setting with a moderate noise level.
4. Must be able to work flexible hours to include 7:00am to 9:30pm and occasionally on the weekend.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Knowledge of the Oneida community, history, and culture.
4. Knowledge of records management procedures.
5. Knowledge of the principles, practices and methods of infant/toddler, and preschool curriculum development.
6. Knowledge of early childhood development, diet, and nutrition guidelines.
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
9. Skill in classroom management.
10. Skill in preparing reports and correspondence.
11. Skill in directing the activities of groups of children; evaluating progress, and maintaining a safe, orderly classroom.
12. Skill in providing an organized and ascetic pleasing classroom.
13. Skill in writing lesson plans and using curriculum guides.
14. Ability and willingness to work a flexible schedule from 8:00 am to 9:00 pm varying days of the week. Occasional Saturdays may be required.
15. Ability to handle challenging situations calmly and effectively and work in a fast paced environment.
16. Ability to exercise independent judgment; meet strict time lines and resolve crisis situations.
17. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
18. Ability to define and provide an organized, self-directed classroom.
19. Ability to communicate efficiently and effectively both verbally and in writing
20. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
21. Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
22. Ability to supervise and ensure a safe learning environment for young children.
23. Ability to respond to emergency or crisis situations.
24. Ability and willingness to be Certified in First Aid and CPR.
25. Ability and willingness to successfully completion of Shaken Baby Syndrome training.

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#### **STANDARD QUALIFICATIONS: (Cont.)**

26. Ability and willingness to obtain Oneida certification on reporting Child Abuse and Neglect within 90 days of employment.
27. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
28. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
29. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
30. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. State Child Care Registry Certificate or eligible to apply for registry.

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement; successful completion of Fundamentals of Infant and Toddler Child Care, Introduction to the Child Care Profession and Child Care Skills and Strategies classes; one (1) year of teaching experience in an early childhood setting; an equivalent combination of education and experience may be considered.
2. Completion of Infant and Toddler Child Care class.

#### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification of entry level classes upon employment.**