

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>

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Special Education Teacher (Elementary Learning Disabilities K-8)
POSITION NUMBER: 07103
DEPARTMENT: Oneida Nation School System (ONSS)
LOCATION: 7125 Seminary Rd Oneida WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Special Education Coordinator
SALARY: Teacher Salary Scale (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Exempt
POSTING DATE: August 14, 2015
CLOSING DATE: Until Filled
Transfer Deadline: August 21, 2015
Proposed Start Date: As soon as Possible

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

Teach students who qualify for Special Education services and evaluate referred students. Develop individual student educational plans, conduct M-Team meetings, and teach qualified students. Coordinate the screening process involving health, academic, social, and emotional tests and work closely with the Special Education Coordinator and Special Education Co-Teacher. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Work with and teach students qualified for special education services.
2. Develop Individual Education Plans (IEP's) for students serviced in the special education program yearly or as needed.
3. Implement IEP's for each student and report on progress quarterly and annually.
4. Actively participate in all aspects of the student's evaluation process including Evaluation teams, IEP's, assessments, etc.
5. Case manage and conduct annual IEP meetings and three year re-evaluation meetings with parent and all involved staff.
6. Identify and maintain resource materials for special education IEP implementation in other classrooms.
7. Meet with parents as needed to monitor student progress, via school, home visits, or the Internet system.
8. Work cooperatively with regular classroom teachers to implement an "inclusion" program for all special education students ensuring their right to be in the Least Restrictive Environment (LRE), where appropriate.
9. Develop weekly lesson plans for each individual student and submit to the Special Education Coordinator, integrate Oneida Language/Culture into daily lesson plans.
10. Coordinate with the home room teachers and school staff to effectively improve individual student academic performance.
11. Demonstrate professional skills in:
 - a. Provide effective planning for instruction.
 - b. Implement effective lesson design.
 - c. Motivate students at appropriate levels.
 - d. Incorporate effective classroom management.
 - e. Use a variety of instructional techniques.
 - f. Maintain a positive classroom environment.
 - g. Display effective speaking and writing skills.

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DUTIES AND RESPONSIBILITIES: (Cont.)

12. Demonstrate professional skills and attitudes by using professional judgment for improving various classroom activities, monitoring and/or working with students outside of the classroom making contributions to the quality of education in the Oneida Nation School District.
13. Organize and plan effectively; adhering to all tribal and school board policies and/or building procedures.
14. Maintain professional skills by demonstrating punctuality in arriving to work and meetings on time and completing assigned tasks in a timely manner.
15. Communicate effectively with parents and other community service organizations.
16. Develop and implement a behavior management and social skills development program, when appropriate.
17. Work in cooperation with other special education staff, school guidance counselor, and other academic and program support staff.
18. Maintain appropriate daily records of students as required, follow time-lines and procedures required by the special education program/coordinator.
19. Must participate in required special education meetings, parent-teacher conferences, and assigned school activities that are pertinent to the Oneida Community, outside of the regular school day.
20. Supervise classrooms, lunchroom and outside activities as scheduled.
21. Attend in-service training as requested and/or required that included participation in the Oneida Nation Teacher Certification Program requirements. Limit activities during work hours to the performance of professional assignments. Enforce the rules/procedures of the school as defined by School Board Policy, school handbooks, tribal personnel policies and procedures and administrative directives.
22. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
23. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
24. 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. Frequent sitting, standing, walking, and occasional exposure to various weather conditions or minor hazards.
2. 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 as it pertains to education and children.
2. Knowledge of school organization, functions, objectives, policies and procedures.
3. Knowledge of the principles and practices of education.
4. Knowledge of the emotional and social development of school aged students.
5. Knowledge of discipline and behavior needs of students with special.
6. Skill in problem solving, human relations, and time management
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Ability to exercise initiative and independent judgment.
9. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
10. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
11. Ability to work independently and meet strict time lines.
12. Ability to communicate efficiently and effectively both verbally and in writing.
13. Ability to maintain a calm demeanor during crisis situations.
14. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with students.
15. Ability to develop and complete instructional activities and lessons.
16. Ability to maintain a creative environment for learning by providing appropriate classroom organization and structure.
17. Ability to motivate students to perform to their fullest potential.
18. Oneida Certification on Reporting Child Abuse and Neglect within ninety (90) days of employment.
19. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
20. Must be willing and able to obtain additional education and training.
21. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

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STANDARD QUALIFICATIONS: (Cont.)

22. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.

PREFERRED QUALIFICATIONS:

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

1. Experience working with elementary Native American special need students.
2. Knowledge of the Oneida community, history, and culture.

MINIMUM QUALIFICATIONS:

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

1. A Bachelor's Degree in Special Education.
2. A Wisconsin State License in one of the following:
 - a. Learning Disabilities (K-8)
 - b. Cross Categorical (K-8)

ITEMS TO BE SUBMITTED:

1. An Oneida employment application.
2. Current personal resume.
3. Official transcripts.
4. Copies of certifications/license document or letter from accredited college or university stating that you have completed the program and have applied for your license.
5. Two (2) letters of references:
 - a. Letters from current and or previous employers
 - b. Letters need to be current (within with the last 4 years).
 - c. Letters need to contain information related to previous school work experience.