

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

APPLY ONLINE AT:

<http://oneida-nsn.gov>



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

POSITION TITLE: Special Education Co-Teacher
POSITION NUMBER: 07093
DEPARTMENT: Oneida Nation School System (ONSS)
LOCATION: N7125 Seminary Rd. Oneida, WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Special Education Coordinator
SALARY: Co-Teacher Salary Scale (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Non-Exempt
POSTING DATE: June 20, 2016
CLOSING DATE: June 27, 2016
Transfer Deadline: June 27, 2016
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

Accomplish the Oneida Nation School System's objectives by assisting teachers in planning and implementing educational programs and classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children. Maintains a safe environment. This position is exempt and is under an employment contract for the school year. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist the Teacher in performance of their daily duties.
2. Develop and maintain areas of interest.
3. Aide the Teacher with small and large group instruction.
4. Provide individual tutoring for eligible students without interfering with regular instruction time from teacher.
5. Assist with classroom management by organizing instructional and other materials; prepares materials and supplies for instructional use.
6. Assist students in computer laboratory.
7. Provide instructional services to the students under the direct supervision of the Teacher.
8. Participate in weekly project planning and set up.
9. Aide the Teacher with small or large group instructions, including tutoring students on an individual basis.
10. Attend staff meetings and training sessions.
11. Participate in Oneida language/culture opportunities and incorporate the concepts learned into daily classroom instruction.
12. Attend parent/teacher conferences and special meetings as required.
13. Work cooperatively with other school personnel, parents, and other community members.
14. Practice excellent teaching skills at all times to include, but not limited to, addressing student and teacher needs in a prompt and courteous manner.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

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DUTIES AND RESPONSIBILITIES: (Cont.)

17. 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; reach with hands and arms; and talk and hear.
2. Occasionally is required to stoop, kneel, crouch, or crawl, lift and/or move up to fifty (50) pounds.
3. Work is generally performed in a classroom setting with a moderate noise level.
4. 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 social, physical and mental development of high school aged students
2. Skill in classroom management.
3. Skill in directing the activities of groups of children; evaluating progress, and maintaining an orderly classroom.
4. Skill in administering disciplinary rules to children and resolving situational conflicts among children.
5. Ability to make solid decisions and exercise independent judgment.
6. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
7. Ability to work independently and meet strict time lines.
8. Ability to communicate efficiently and effectively both verbally and in writing
9. Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
10. Ability to ensure a safe learning environment for high school aged students.
11. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
12. Oneida certification on reporting Child Abuse and Neglect within ninety (90) days of employment.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Must pass a background security check with the Oneida Nation 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. Knowledge of the Oneida community, history, and culture.
2. Skill in cross cultural education.

MINIMUM QUALIFICATIONS:

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

1. Associate's Degree in Education, Human Services or related field plus experience in a team teaching environment.

ITEMS REQUIRED TO BE SUBMITTED WITH APPLICATION:

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 the last four years).
 - c. Letters need to contain information related to previous school.