

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:

<http://oneida-nsn.gov>



OR MAIL TO:

Human Resources 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: Art Teacher
POSITION NUMBER: 07008
DEPARTMENT: Oneida Nation School System (ONSS)
LOCATION: N7125 Seminary Rd Oneida WI
DIVISION: Non Divisional
RESPONSIBLE TO: K – 8 Principal
SALARY: Teacher Salary Scale (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Exempt
POSTING DATE: July 7, 2016
CLOSING DATE: July 15, 2016
Transfer Deadline: July 15, 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 planning and implementing educational programs in elementary art promoting social, emotional, and intellectual growth and development, and incorporating the children's own heritage. Maintain a safe environment. Ensure that services are provided effectively and efficiently to the students of the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Instruct students at appropriate grade level, knowledge, and skills in art, including crafts, drawing, painting, lettering, design, commercial art, and art history.
2. Develop instructional lesson plans and organizes class time to provide a balanced program of instruction, demonstration, and working time.
3. Establish and maintain an orderly and safe classroom environment by implementing the Positive Behavior Intervention and Support (P.B.I.S.) system that is in place for the school.
4. Evaluate individual growth and performance in knowledge and understanding.
5. Plan curriculum and coordinate subject materials with other staff.
6. Develop a strategy to integrate Oneida language and culture, and Native American art into the curriculum.
7. Maintain accurate, appropriate, and confidential records regarding students' attendance, progress, and other pertinent information.
8. Maintain an effective communication system with parents, promoting confidentiality and credibility, and regarding students' progress, problems, or other issues.
9. Attend school sponsored events such as Family Feast, Parent Meetings, student awards ceremonies, special activities, and Graduation.
10. Communicate in an appropriate, respectful manner with students, parents, and co-workers.
11. Oversee students in classroom, lunchroom, and outside activities as scheduled.
12. Participate in Oneida Nation Teacher Certification Program.
13. Maintain professional knowledge by attending on-site training, classes and educational workshops.
14. 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.)

15. Maintain professional and technical knowledge by attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies.
16. 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. Stand; sit; reach with hands and arms; and talk and hear. Frequently walk. Occasionally to stoop, kneel, crouch, or crawl, lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in a classroom setting with a moderate noise level.
3. 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 school organization, functions, objectives, policies, and procedures.
3. Knowledge of the principles and practices of art education.
4. Knowledge of the Oneida community, history, and culture.
5. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
6. Ability to exercise independent judgment.
7. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
8. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
9. Ability to work independently and meet strict time lines.
10. Ability to communicate efficiently and effectively both verbally and in writing.
11. Ability to maintain a calm demeanor during crisis situations.
12. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with students.
13. Ability to be sensitive and receptive to the unique needs of school aged Native American students.
14. Ability to develop and complete instructional activities and lessons.
15. Ability to maintain a creative environment for learning by providing appropriate classroom organization and structure.
16. Ability to motivate students to perform to their fullest artistic potential.
17. Oneida Certification on Reporting Child Abuse and Neglect within 90 days of employment.
18. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
19. Must be willing and able to obtain additional education and training.
20. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
21. 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. Teaching experience and experience in cross-cultural education.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Education, Art Education, or related field
2. Wisconsin State Teacher's Certification.

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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 4 years).
 - c. Letters need to contain information related to previous school work experience.