APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
https://oneida-nsn.gov

ONEIDA
A good mind. A good heart. A strong fire.

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

JOB DESCRIPTION

POSITION TITLE: Head Start Teacher - NHC
POSITION NUMBER: 00253
DEPARTMENT: Head Start
LOCATION: N7210 Seminary Rd Oneida WI
DIVISION: Governmental Services
RESPONSIBLE TO: Education Manager
SALARY: NE08 $12.13/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 8, 2016
CLOSING DATE: November 16, 2016
Transfer Deadline: November 16, 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 Head Start Department objectives by planning and implementing educational programs with developmentally appropriate curriculum for three (3) and four (4) year old children, promoting social, emotional, physical, and intellectual growth and development, and incorporating the children's own heritage. Maintain a safe and secure environment. Ensure that services are provided effectively and efficiently to the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Develop written daily, weekly, and monthly lesson plans in a manner that will develop each child's physical, emotional, intellectual, and social behavior and in accordance with Head Start strategic plan; plan activities to stimulate growth in language, social, and motor skills.
2. Prepare classroom plans incorporating: good physical and mental health; nutrition; fine and gross motor activities (both teacher-directed and child-inspired); natural and social sciences; safety; music stories; finger plays; and speech/language development, all with a strong emphasis on the children's own cultural heritage.
3. Conduct individual child development assessments using the Teaching Strategies Gold curriculum.
4. Provide stimulating activities and experiences in all curriculum areas; avoid activities causing over-stimulation or fatigue.
5. Provide and supervise a variety of experiences by means of dramatic play, storytelling, field trips, and group discussion to stimulate students' interest in and broaden understanding of their physical and social environment.
6. Encourage children to communicate in the Oneida and English languages; encourage children to take pride in their cultural heritage.
7. Encourage children to develop their independence by assigning responsibilities to individuals and challenging each child with increasingly difficult tasks.
8. Accompany and transport children on field trips or to activities.
9. Instruct children in practices of personal cleanliness and self-care.
10. Foster cooperative social behavior; promotes self-expression and appreciation of aesthetic experiences.
11. Ensure the cleanliness and safety of materials, classroom, and playgrounds by performing routine inspections.
12. Maintain a safe, orderly, attractive, and stimulating physical environment for children. Ensure safety of children by maintaining clear exit for evacuations.

DUTIES AND RESPONSIBILITIES: (Cont.)

13. Assist classroom volunteers and parents in feeling welcomed, comfortable, and involved.
14. Maintain effective working relationships with parents by providing opportunities for parent participation.
15. Observe and record each individual child's progress and growth for planning future lessons and sharing information with parents; meets regularly with parents; provides regular written progress reports.
16. Maintain confidential individual progress records for all children, ensuring complete, accurate, and current files.
17. Establish classroom rules and routines that are understood and accepted by children and their parents.
18. Serve as child/family advocate at Parent Meetings.
19. Participate in pre-service, in-service, and other on going training as required by Head Start and Wisconsin Day Care regulations.
20. Conduct parent conferences 4 times per year in the form of home visits or center visits.
21. Maintain Head Start records as required by the Head Start Performance Standards.
22. Work with assigned family service worker in ensuring all home visits or contacts are performed during the school year.
23. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
24. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
25. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
26. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
27. 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 stand and walk; sit; reach with hands and arms.
2. Occasionally stoop, kneel, crouch, or crawl; 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. 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 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 an orderly classroom.
12. Skill in writing lesson plans and using curriculum guides.
13. Ability and willingness to be certified in First Aid and CPR within one (1) year.
14. Ability to make solid decisions and exercise independent judgment.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
18. 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.

STANDARD QUALIFICATIONS: (Cont.)

19. 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. Wisconsin State DPI License in Early Childhood Education.
2. A Bachelor Degree in early childhood education or related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

MINIMUM QUALIFICATIONS:

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

1. An Associate Degree in early childhood education with experience teaching preschool-age children.

ITEMS TO BE SUBMITTED:

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