

**APPLY IN PERSON AT:**

Human Resources Department  
909 Packerland Drive  
Green Bay, WI 54303



**ONEIDA**

**OR MAIL TO:**

Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**POSITION TITLE:** Physical Education/Health Teacher (**Elementary**)  
**POSITION NUMBER:** 07068  
**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 26, 2018  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** August 2, 2018  
**Proposed Start Date:** **As Soon As Possible**

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**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation 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.

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**POSITION SUMMARY**

Accomplish the Oneida Nation School System's objectives by planning, instructing, and evaluating educational programs appropriate for the grade level and subject matter. Promote social, emotional, and intellectual growth and development, and incorporate the student's Oneida heritage. Encourage health and physical activity. 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.

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**DUTIES AND RESPONSIBILITIES:**

1. Plan, develop, organize, instruct, and evaluate physical education and health activities for assigned grade levels.
2. Instruct assigned class using curriculum and texts approved by school administration.
3. Prepare and submit lesson plans for the upcoming week to the Principal.
4. Use a variety of instructional techniques based on the curriculum and students' abilities.
5. Develop instructional lesson plan and organize class time to provide a balanced program of instruction, demonstration, working time, and practice time as appropriate.
6. Develop a strategy to integrate health and physical education into the curriculum.
7. Motivate students in learning and healthy lifestyles.
8. Establish and maintain standards of student behavior needed to provide an orderly and productive study environment.
9. Manage classroom effectively while maintaining a positive classroom environment.
10. Select appropriate instructional materials, tools, instructional aids, and sports equipment.
11. Plan curriculum and coordinate subject materials with other staff.
12. Coordinate with other staff members, including team teaching and assisting in other classrooms as needed.
13. Coordinate health and physical education curriculum with homeroom teachers to integrate healthy living and physical activity concepts throughout school curriculum.
14. Maintain a folder containing pertinent schedules, duties, recesses, lunch schedules, bus schedules, and emergency information.
15. Assist coaches and student athletes with athletic policies and procedures.
16. Act as a positive role model for students including: serving as a mentor; operating as an advocate for students when appropriate; upholding high professional standards; and refraining from using profanity, corporal punishment, or discriminating against students.

## **JOB DESCRIPTION**

### **Physical Education/Health Teacher**

#### **Page 2**

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

17. Maintain an effective communication system with parents, promoting confidentiality and credibility, and regarding students' progress, problems, or other issues.
18. Communicate in an appropriate, respectful manner with students, parents, and co-workers.
19. Attend school sponsored events such as Family Feast, Parent Meetings, student awards ceremonies, special activities, and Graduation.
20. Promote the athletic program to the community, implementing programs such as parent recognition, award presentations, and orientation sessions.
21. Supervise students in classroom, lunchroom, and outside activities as scheduled.
22. Attend meetings and in-service training programs as required.
23. Participate in the Language and Culture development activities.
24. Maintain professional and technical knowledge by attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies.
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 walk, stand, and sit.
2. Occasionally stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) 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 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 elementary education.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
6. Ability to be sensitive and receptive to the unique needs of school aged Native American students.
7. Ability to motivate students to perform to their fullest potential.
8. Ability to work independently and meet strict time lines.
9. Ability to communicate efficiently and effectively both verbally and in writing.
10. Ability to maintain a calm demeanor during crisis situations.
11. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with students.
12. Ability to exercise independent judgment.
13. Ability to develop and complete instructional activities and lessons.
14. Ability to maintain a creative environment for learning by providing appropriate classroom organization and structure.
15. 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.
16. Oneida Certification on Reporting Child Abuse and Neglect within ninety (90) days of employment.
17. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
18. Must be willing and able to obtain additional education and training.
19. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
20. 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 Nation's Gaming Division.

## **JOB DESCRIPTION**

### **Physical Education/Health Teacher**

**Page 3**

#### **PREFERRED QUALIFICATIONS:**

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

1. Teaching experience and experience in cross-cultural education.
2. Knowledge of the Oneida language, community, history, and culture.

#### **MINIMUM QUALIFICATIONS:**

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

1. Bachelor's Degree in Education field.
2. Wisconsin State License 530 Physical Education and 910 Health.

#### **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. Four (4) 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.