

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



OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

Phone: (920) 496-7900
Fax: (920) 496-7490

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

POSITION TITLE: Early Head Start (EHS) Classroom Teacher
POSITION NUMBER: 03021
DEPARTMENT: Early Head Start
LOCATION: 2801 West Mason St Green Bay
DIVISION: Governmental Services
RESPONSIBLE TO: EHS Manager
SALARY: NE04 \$12.74/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: April 5, 2019
CLOSING DATE: Until Filled
Transfer Deadline: April 12, 2019
Proposed Start Date: As Soon As Possible

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.

POSITION SUMMARY

One of two primary teachers for an assigned group of eight infant and toddlers in a center-based environment. This position is to promote early learning experiences in accordance with the Head Start Early Learning Outcomes Framework to align curricula, and professional development to school readiness goals. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Maintain accurate daily records, attendance, daily records, medical log, infant/toddler eating/sleeping/toilet information.
2. Individualize one to one and group activities to reflect the unique needs and strengths of all children in the classroom.
3. Maintain written records: screening, home visits, assessments, process reports, child files, and curriculum.
4. Attend all training, conferences, in-service, preservice, on-line; this includes out of state travel as necessary.
5. Participate in transitions for children leaving the EHS program for home-based, preschool programs, or Head Start.
6. Ensure strict confidentiality is maintained regarding children, families, staff and community. Includes Indian Child Welfare staff.
7. Reinforce positive self-image, pride, and cultural identity with infants and toddlers during all activities.
8. Attend special events sponsored by the EHS Program, possibly evenings and/or occasionally on weekends.
9. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
10. 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 walk and stand; sit, reach with hands and arms.
2. Occasional stoop, sit on the floor, kneel, crouch, crawl, lift and/or move up to forty-five (45) pounds.
3. Work is generally performed in an EHS classroom setting with a moderate noise level.
4. Must be able to work a flexible schedule to include occasional nights or weekend work.
5. A physical exam is required within twelve (12) months before beginning work in a group center or thirty (30) days upon hiring.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

JOB DESCRIPTION

Early Head Start (EHS) Classroom Teacher

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STANDARD QUALIFICATIONS:

1. Knowledge of social services and community resources for families for referral to programs and family assessments.
2. Knowledge and awareness of the signs of depression, trauma, family violence, Mental Health issues, and homelessness.
3. Knowledge of infant and toddler child development, human development and family services.
4. Knowledge of Oneida beliefs, practices and family dynamics.
5. Strong interpersonal and organizational skills, including the ability to work as part of a team and effectively communicate with children and families.
6. Promote collaborative relationships with local, Tribal programs, and community agencies to provide quality services to children and families.
7. Ability to work with families of varying economic, social, and ethnic backgrounds.
8. Ability to establish rapport with parents formally and informally to encourage their input into activities for their child.
9. Ability to maintain strong confidentiality of personal information contained in files and discussed in meetings.
10. Ability to supervise infants and toddlers and ensure a safe learning environment including times in classroom, outdoor play areas and on field trips.
11. Serve as a child/family advocate at parent meetings.
12. Plan and implement group and individual learning experiences that ensure effective curriculum implementation and use of assessment tools to promote children's progress across the Head Start Early Learning Framework as well as state standards.
13. Must be able to travel and attend meetings, trainings, and overnight and out of town, locally & nationally.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during employment.
17. 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.
18. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 Nation's Vehicle Driver Certification and Fleet Management 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. Bachelor's degree in Early Childhood Education or closely related field (transcript review required if degree is not in Early Childhood Education).
2. One (1) year of successful work experience in a formal preschool setting if preferred.

MINIMUM QUALIFICATIONS:

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

1. Associates Degree in Early Childhood Education is required. Related degrees may be considered based on coursework completed.
2. Must enroll in an on-line Infant/Toddler class within ninety (90) days of employment.

ITEMS TO BE SUBMITTED:

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