

**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

**POSITION TITLE:** Substitute Teacher  
**POSITION NUMBER:** 07019  
**DEPARTMENT:** Oneida Nation School System  
**LOCATION:** N7125 Seminary Rd Oneida WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Appropriate Principal  
**SALARY:** \$149.50 Per Day  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** February 8, 2018  
**CLOSING DATE:** Until filled  
**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**

Accomplish the Oneida Nation School System's objectives by planning, instructing, and evaluating secondary level educational programs appropriate for the grade level and subject matter. Promotes social, emotional, and intellectual growth and development, and incorporates the student's Oneida heritage. Ensures 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 assigned classes using curriculum and texts approved by school administration.
2. Prepare and submits lesson plans for the upcoming week to the Principal.
3. Integrate Oneida language and culture into daily lesson plans.
4. Evaluate and analyzes students' needs and abilities to ensure effective implementation of teaching methods.
5. Use a variety of instructional techniques based on the curriculum and students' abilities.
6. Develop instructional lesson plans and organizes class time to provide a balanced program of instruction, demonstration, and working time.
7. Motivate students in learning.
8. Communicate clearly and effectively both orally and in writing.
9. Coordinate and supervises field trips appropriate for furthering the students' education in the present curriculum.
10. Establish and maintain standards of student behavior needed to provide an orderly and productive study environment.
11. Manage classroom effectively while maintaining a positive classroom environment.
12. Select appropriate instructional materials, tools, and instructional aids.
13. Evaluate individual growth and performance in knowledge and understanding.
14. Coordinate with other staff members, including team teaching and assisting in other classrooms as needed.
15. Maintain accurate, appropriate, and confidential records regarding students' attendance, progress, and other pertinent information.
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.
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 as appropriate.
20. Supervise students in classroom, lunchroom, and outside activities as scheduled.
21. Attend meetings and in-service training programs as required.
22. Participate in the Oneida Nation Teacher Certification Program.

## **JOB DESCRIPTION**

### **Substitute Teacher**

#### **Page 2**

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

23. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
24. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, sit; use hands and arms; and talk and hear. Occasionally stand; stoop, kneel, crouch, crawl and 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 days (30) of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of school organization, functions, objectives, policies, and procedures.
2. Knowledge of the principles and practices of elementary and secondary education.
3. Knowledge of the Oneida language, community, history, and culture.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Ability to exercise independent judgment.
6. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
7. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
8. Ability to communicate efficiently and effectively both verbally and in writing.
9. Ability to maintain a calm demeanor during crisis situations.
10. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with students.
11. Ability to be sensitive and receptive to the unique needs of school aged Native American students.
12. Ability to develop and complete instructional activities and lessons.
13. Ability to maintain a creative environment for learning by providing appropriate classroom organization and structure.
14. Ability to motivate students to perform to their fullest potential.
15. Oneida Certification on Reporting Child Abuse and Neglect within ninety (90) days of employment.
16. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
17. Must be willing and able to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
19. 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.
20. 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 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. 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.
2. Wisconsin State Teacher's Certification.

## **JOB DESCRIPTION**

### **Substitute Teacher**

#### **Page 3**

#### **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.