

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



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

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

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Co-Teacher
POSITION NUMBER: 07109
DEPARTMENT: Oneida Nation School System
LOCATION: N7125 Seminary Rd Oneida WI
DIVISION: Non-Divisional
RESPONSIBLE TO: 6-12 Principal/Cultural Leader
SALARY: Co-Teacher Salary Scale (NEGOTIABLE)
CLASSIFICATION: Non-Exempt
POSTING DATE: August 27, 2019
CLOSING DATE: Until Filled
Transfer Deadline: September 3, 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

This position assists the teacher in planning and implementing educational programs. Incumbent is required to have patience and be sensitive and receptive to the unique needs of students in a positive manner. This is a nonexempt position and is under contract and reports to the appropriate Principal & Special Education Coordinator. Incumbent may be required to work with elementary or high school students. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist the Teacher in the performance of his/her daily duties.
2. Develop and maintain learning centers.
3. Provide one on one tutoring for eligible students if the tutoring is scheduled at a time when a student would not otherwise receive instruction from the teacher.
4. Assist with classroom management by organizing instructional and other materials.
5. Provide assistance with computer laboratory.
6. Provide instructional services to students under the direct supervision of the Teacher.
7. Preparation of materials and supplies for instructional use.
8. Participate in weekly project planning and set up.
9. Aid the Teacher with small or large group instructions including tutoring students on an individual basis.
10. Attend staff meetings and training sessions as required.
11. Attend parent conferences and special meetings as required.
12. Adhere to strict confidentiality in all Oneida Nation School System matters.
13. Participate and learn the Oneida Language and incorporate into the classroom.
14. Work cooperatively with school personnel, parents and other community members.
15. Practice excellent teaching and student learning skills at all times to include, but not limited to, addressing student and teacher needs courteously and promptly.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
18. 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.

JOB DESCRIPTION
CO-TEACHER
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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk stand; reach with hands and arms; and talk and hear. Occasionally is required to stoop, kneel, crouch, or crawl, lift and/or move up to fifty (50) 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 the Oneida community, history, and culture.
2. Knowledge of social, physical, and mental development of school aged children.
3. Skill in classroom management.
4. Skill in directing the activities of groups of children; evaluating progress and maintaining an orderly classroom.
5. Skill in administering disciplinary rules to children and resolving situational conflicts among children.
6. Skill in cross cultural education.
7. Ability to make solid decisions and exercise independent judgment.
8. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
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 work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
12. Ability to supervise and ensure a safe learning environment for young children.
13. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
14. Certified in First Aid and CPR within ninety (90) days of employment.
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 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.

PREFERRED QUALIFICATIONS:

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

- 1.

MINIMUM QUALIFICATIONS:

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

1. Associate degree in Education, Human Services or related field plus experience in a team-teaching environment.
2. Knowledge of developmental stages of school aged children.

ITEMS TO BE SUBMITTED:

1. An Oneida employment application.
2. Current personal resume.
3. Official transcripts
4. Four (4) current letters of references:
5. Letters from current and or previous employers
 - i. Letters need to be current (within the last 4 years)
 - ii. Letters need to contain information related to previous school work experience.