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

APPLY ONLINE AT:
http://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

POSITION TITLE:	Teacher's Assistant
POSITION NUMBER:	01179
DEPARTMENT:	Head Start
LOCATION:	Varies
DIVISION:	Governmental Services
RESPONSIBLE TO:	Education Supervisor
SALARY:	NE02 $11.00(NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
	(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION:	Non-Exempt
POSTING DATE:	January 9, 2017
CLOSING DATE:	Until Filled
Transfer Deadline:	January 16, 2017
Proposed Start Date:	As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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 assisting the teachers in planning and implementing educational programs and classroom experiences to enhance and promote the educational, intellectual, and social growth and development of the children. 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. Assist in implementing/completing 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; assist with planned activities to stimulate growth in language, social, and motor skills.
2. Organize materials required for daily use in educational activities.
3. Assist Teachers in providing stimulating activities and experiences in all curriculum areas
4. Assist Teacher in providing and supervising 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.
5. Work with children to help them develop self-help skills.
6. Encourage children to communicate in Oneida and English languages; encourage children to take pride in their cultural heritage.
7. Accompany and transport children on field trips or to activities outside the classroom
8. Foster cooperative social behavior; promotes self-expression and appreciation of aesthetic experiences.
9. Maintain a safe, orderly, attractive, and stimulating physical environment for children. Ensure safety of children by maintaining clear exit for evacuations.
10. Assist classroom volunteers and parents in feeling welcomed, comfortable, and involved.
11. Assist Teachers in maintaining effective working relationships with parents by assisting with parent participation.
12. Accompany Teachers on home visits with families for purposes of assessment, support, and sharing information on parenting, educational strategies, and classroom progress.
13. Participate in pre-service, in-service, and other on going training as required by Head Start and Wisconsin Day Care regulations.
14. Maintain Head Start Records as required by the Head Start Performance Standards.
15. Work with assigned family service worker in ensuring all home visits or contacts are performed during the school year.
16. Participate in parent meetings and individual conferences as directed.

DUTIES AND RESPONSIBILITIES: (Cont.)

17. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
18. Assist Teacher in implementing established classroom rules and routines and ensuring that they are understood and accepted by children and their parents.
19. Maintain accurate, complete, and timely written observations on children.
20. Maintain confidentiality of all privileged information.
21. Perform other duties as required.
22. Adhere to all Personnel Policies and Procedures, Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
23. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
24. 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 sit, stand, walk, bend/stoop, squat, crouch, and carry/lift up to ten (10) pounds.
2. Occasionally crawl, climb heights, push/pull, reach above shoulder level, kneel, balance and carry/lift 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 the Oneida community, history, and culture.
2. Knowledge of early childhood development, diet, and nutrition guidelines.
3. Knowledge of applicable federal, state, county, and local law, regulations and requirements.
4. Knowledge of department organization, functions, objectives, policies and procedures.
5. Skill in classroom management.
6. Skill in directing the activities of groups of children; evaluating progress, and maintaining an orderly classroom.
7. Skill in administering disciplinary rules to children and resolving situational conflicts among children.
8. Ability to make solid decisions and exercise independent judgment.
9. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
10. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
11. Ability to work independently and meet strict time lines.
12. Ability to communicate efficiently and effectively both verbally and in writing
13. Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
14. Ability to supervise and ensure a safe learning environment for young children.
15. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
16. Ability and wiliness to complete CPR certification within the first sixty (60) days of employment.
17. Ability and wiliness to complete Associates Degree in Early Childhood Education and/or complete Child Development Associate (CDA) within two (2) years of hire.
18. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
19. Must be willing and able to obtain additional education and training.
20. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
21. 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.
22. 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. Two (2) years of related experience working with children.
2. Associates degree in Early Childhood Education
3. Familiarity with Native American culture

MINIMUM QUALIFICATIONS:

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

1. A High School Diploma, HSED, or GED certification is required. Applicants age fifty (50) and older are exempt from this requirement.
2. Child Development Associate Credential is required and/or enrolled in an Early Childhood Education program with one (1) year of experience working with young children.

ITEMS TO BE SUBMITTED:

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