

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

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



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

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

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

JOB DESCRIPTION

POSITION TITLE: Guidance Counselor (K – 5)
POSITION NUMBER: 07061
DEPARTMENT: Oneida Nation School System (ONSS)
LOCATION: N7125 Seminary Rd Oneida WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Elementary Principal
SALARY: Administrative Teacher Scale (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Exempt
POSTING DATE: July 13, 2017
CLOSING DATE: July 20, 2017
Transfer Deadline: July 20, 2017
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

Provide personal, educational, and vocational counseling to Oneida Nation School students under the School Student Program. Offers personal, academic, and career counseling, makes classroom presentations, and facilitates small group sessions. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES

Counseling Responsibilities

1. Provide personal, educational, and vocational counseling to students with an emphasis on those students who are under achieving, in serious academic difficulty or experiencing social or emotional problems.
2. Facilitate small groups as scheduled and necessary to act upon student needs and classroom teacher request. Provide student initiatives such as peer mediation, mentorship opportunities, safe and drug free school activities.
3. Guide student by encouraging them to understand more about themselves, helping them to manage and organize information and empowering them to make choices and deal with change effectively.
4. Maintain acceptable non punitive relationships with students and respect their confidences.

Guidance Responsibilities

5. Build effective working relationships with teachers, parents, administrators, community members, non-teaching staff, students and other tribal departments.
6. Maintain an effective communication system with parents, promoting confidentiality and credibility, and regarding students' progress, problems, or other issues. Communicate in an appropriate, respectful manner with students, parents, and co-workers.
7. Serve 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.
8. Assist students who are having academic difficulties by providing access to peer tutoring, after school tutoring, etc. and referrals to the consultation team.
9. Assist student in developing positive attitudes towards lifelong learning and the world of work, direct them to experiences where career exploration is the focus.
10. Network and work cooperatively with community and local service providers/resources.
11. Build and maintain a library of guidance curriculums, safe & drug free materials, and career exploration.
12. Coordinate student services with appropriate staff members which may include setting appropriate daily schedule for students

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DUTIES AND RESPONSIBILITIES: (Cont.)

Guidance Responsibilities

13. Guide students in making contributions to the community.
14. Enforce the rules/procedures of the school as defined by School Board Policy, school handbooks and administrative directives.

Class and School Sponsored Events Responsibilities

15. Demonstrate professional skills by; providing effective planning for instruction, implementing lesson design, motivating students of appropriate grade level, incorporate effective classroom management, use a variety of instructional techniques, assist with implementation of P.B.I.S. in elementary classrooms.
16. Teach developmental guidance lessons in the classrooms as scheduled.
17. Participate in the Language and Cultural development initiatives
18. Oversee students in classroom, lunchroom, and outside activities as scheduled.
19. Attend meetings and in-service training programs as required.
20. Attend school sponsored events such as Family Feast, Parent Meetings, student awards ceremonies, special activities, and Graduation.

Record Keeping

21. Maintain accurate, appropriate, and confidential records regarding students' grades, attendance, progress, and other pertinent information.
22. Maintain appropriate records of students as required by the supervisor.

Other

23. Maintain professional and technical knowledge by attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies.
24. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
25. 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 is required to walk, sit and stand. Occasionally stoop, kneel, crouch, or crawl, lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office or 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 emotional and social development of school aged students.
2. Knowledge of discipline and behavior needs of special education and other at-risk students.
3. Knowledge of the Wisconsin Developmental Guidance Model and the competencies included in the model.
4. Knowledge of the Oneida community, history, and culture.
5. Skill in problem solving, human relations, and time management.
6. Skill in individual consultation, personal counseling, small group facilitation, and crisis counseling.
7. Skill in motivating students to perform to their fullest potential.
8. Ability to exercise initiative and independent judgment.
9. Ability to work extended hours and various work schedules.
10. Ability to demonstrate a high level of sensitivity to student issues and concerns.
11. Ability to communicate efficiently and effectively both verbally and in writing.
12. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
13. Ability to create and maintain classroom ethics.
14. Ability to maintain a calm demeanor during crisis situations.
15. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with students.

STANDARD QUALIFICATIONS (Cont)

16. Ability to be sensitive and receptive to the unique needs of Native American students.
17. Ability to help parents understand their child's emotions, behaviors, and learning styles.
18. Ability to assume leadership in career development for students.
19. Oneida Certification on Reporting Child Abuse and Neglect is required within ninety (90) days of employment.
20. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
21. Must be willing and able to obtain additional education and training.
22. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
23. 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 Tribe's Gaming Division.

PREFERRED QUALIFICATIONS:

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

1. Two (2) years experience dealing with disciplinary problems.
2. Three (3) years experience facilitating groups, coordinating activities, and identifying and developing community contacts and counseling referrals.

MINIMUM QUALIFICATIONS:

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

1. Master's Degree in School Guidance and Counseling Education.
2. Wisconsin State License in Guidance and Counseling (54).

ITEMS REQUIRED TO BE SUBMITTED WITH APPLICATION:

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. Two (2) 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.