

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

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

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

JOB DESCRIPTION

POSITION TITLE: Teacher Assistant
POSITION NUMBER: 01025/00461
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: July 14, 2017
CLOSING DATE: July 21, 2017
Transfer Deadline: July 21, 2017
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation of 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

This position will assist the Lead Teacher in planning and implementing educational programs for preschool children. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Work with children to help them develop socially, cognitively, linguistically, and physically.
2. Organize materials required for daily use in educational activities and classroom setting.
3. Assist Lead Teacher in daily planning for children.
4. Participate in parent meeting and individual conferences as directed.
5. Maintain accurate, complete, and timely written observations on children. Enter observations into the online assessment system Teaching Strategies Gold.
6. Attend staff meeting and training sessions for Wisconsin Child Care Administration Code as directed by Supervisor.
7. Develop a strong rapport with parents by greeting them when they visit the classroom and participate as needed in parent/teacher conferences.
8. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
9. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
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. Frequently sit, stand, walk, bend/stoop, squat, crouch, lift and/or move up to ten (10) pounds.
2. Occasionally crawl, climb heights, push/pull, reach above shoulder level, kneel, balance, lift and/or move up to fifty (50) pounds.
3. Work is generally performed in a classroom 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.

JOB DESCRIPTION

Teacher Assistant

Page 2

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 and willingness to meet strict work day starting times consistently.
9. Ability to make solid decisions and exercise independent judgment.
10. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
11. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
12. Ability to work independently and meet strict time lines.
13. Ability to communicate efficiently and effectively both verbally and in writing.
14. Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
15. Ability to supervise and ensure a safe learning environment for young children.
16. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
17. Ability and willingness to complete CPR certification within the first sixty (60) days of employment.
18. Ability and willingness to complete all required Teacher Certification (Early Childhood II) within one (1) year of hire date and complete Child Development Associate (CDA) within two (2) years of hire.
19. Ability to inform and communicate verbally and in writing in a diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions.
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 Nation's Gaming Division.
24. 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.**