

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



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

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

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

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

JOB DESCRIPTION

POSITION TITLE: Head Start/Early Head Start (Sub-Relief Pool - Teacher and Teacher Assistant)
POSITION NUMBER: 02325, 0193A
DEPARTMENT: Head Start/Early Head Start
LOCATION: Varies
DIVISION: Governmental Services
RESPONSIBLE TO: Varies
SALARY: NE02 \$12.63/Hr – Teacher Assistant
NE04 \$13.00/Hr - Teacher
CLASSIFICATION: Non-Exempt
POSTING DATE: August 9, 2017
CLOSING DATE: On-Going Recruitment
Transfer Deadline: N/A
Proposed Start Date: Applicants will be placed in a sub-relief pool and notified as the need arises

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 Head Start Department objectives by planning and implementing educational programs with developmentally appropriate curriculum for three (3) and four (4) year old children, promoting social, emotional, physical, and intellectual growth and development, and incorporating the children's heritage. Incumbent must be able to work a flexible schedule between the hours of 7:00A.M.-6:00P.M. Monday through Friday. **Applicants in the sub-relief pool will fill in for temporary Teacher or Teacher Assistant vacancies/absences.** Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. **The duties indicated below are general duties. A complete list of duties and responsibilities are indicated on the job description associated with the specific position (Teacher or Teacher Assistant).**
2. Work with children to help them develop socially, cognitively, linguistically, and physically.
3. Organize materials required for daily use in educational activities and classroom setting.
4. Maintain accurate, complete, and timely written observations on children.
5. Ensure the cleanliness and safety of materials, classroom, and playgrounds by performing routine inspections.
6. Maintain a safe, orderly, attractive, and stimulating physical environment for children. Ensures safety of children by maintaining clear exit for evacuations.
7. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
8. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and stand; sit; reach with hands and arms.
2. Occasionally stoop, kneel, crouch, crawl lift and/or move up to forty-five (45) pounds.
3. Work is generally performed in a classroom or office setting with a moderate noise level.
4. Must be willing and able to work a flexible schedule between the hours of 7:00 A.M. and 6:00 P.M.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

JOB DESCRIPTION

Head Start/Early Head Start

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STANDARD QUALIFICATIONS:

1. **A complete list of standard qualifications is listed on the specific job description.**
2. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
3. Must be willing and able to obtain additional education and training.
4. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
5. 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.

PREFERRED QUALIFICATIONS:

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

- 1.

Teacher Assistant

MINIMUM QUALIFICATIONS:

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

1. High School Diploma, GED Diploma, or HSED 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.

Teacher

MINIMUM QUALIFICATIONS:

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

1. Associate's Degree in Education, Early Childhood Development, or related field; with experience teaching preschool-age children.

ITEMS TO BE SUBMITTED:

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