

**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>

**POSITION TITLE:** OHUNTSYAKEKHAKANUNYA?S Teacher  
**POSITION NUMBER:** 07079  
**DEPARTMENT:** Oneida Nation School System (ONSS)  
**LOCATION:** N7125 Seminary Rd Oneida WI  
**DIVISION:** Non Divisional  
**RESPONSIBLE TO:** Superintendent  
**SALARY:** Teacher Salary Scale (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** May 29, 2018  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** June 5, 2018  
**Proposed Start Date:** As Soon As Possible

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#### **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.

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#### **POSITION SUMMARY**

Accomplish the Oneida Nation School System's objectives by teaching social dances and songs along with appropriate behaviors that encompass social gatherings, researching information and, organizing, coordinating singing and dancing events associated with the Oneida Nations Schools. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Teach Haudenosaunee dances and songs to students. Demonstrate the appropriate behavior that encompasses social gatherings.
2. Organize and coordinate singing and dancing events for student, families and the community throughout the year.
3. Attend training activities and events for skill development in the Haudenosaunee dance and music.
4. Prepare and submit and implement of lesson plans utilizing the Oneida Language and obtain the materials necessary for effective presentations.
5. Provide instruction for the proper use of traditional musical instruments to students and teachers.
6. Prepare and maintain a file containing pertinent information for a substitute teacher.
7. Maintain appropriate daily records of students as required including grades, attendance and behavior.
8. Attend assigned school activities outside of the regular school day, supervise classrooms, lunchroom and outside activities, attend in-service training and enforce the rules/procedures of the Participates in the Oneida Nation Teacher Certification Program.
9. Maintain professional and technical knowledge by attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies.
10. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
11. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
12. 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.

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#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently stand; sit; reach with hands and arms; and talk; hear and walk. Occasionally stoop, kneel, crouch, crawl, lift and/or move up to twenty-five (25) 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.

## **JOB DESCRIPTION**

**Teacher- OHUNTSYAKEKHAKANUNYA?S**

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### **STANDARD QUALIFICATIONS:**

1. Knowledge of school organization, functions, objectives, policies, and procedures.
2. Knowledge of the principles and practices of elementary and secondary education.
3. Knowledge of the Oneida language, community, history, and culture.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Ability to exercise independent judgment.
6. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
7. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
8. Ability to work independently and meet strict time lines.
9. Ability to communicate efficiently and effectively both verbally and in writing.
10. Ability to maintain a calm demeanor during crisis situations.
11. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with students.
12. Ability to be sensitive and receptive to the unique needs of school aged Native American students.
13. Ability to develop and complete instructional activities and lessons.
14. Ability to maintain a creative environment for learning by providing appropriate classroom organization and structure.
15. Ability to motivate students to perform to their fullest potential.
16. Ability to speak Oneida fluently.
17. Oneida Certification on Reporting Child Abuse and Neglect within ninety (90) days of employment.
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 Nation'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, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 Nation's Vehicle Driver Certification and Fleet Management 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. Teaching experience and experience in cross-cultural education.
2. Wisconsin State Teacher's Certification.

### **MINIMUM QUALIFICATIONS:**

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

1. Department of Public Instruction Language & Culture Certification.
2. Bachelor's Degree in Education and/or equivalent combination of education and experience may be considered.