

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



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.

SECOND POSTING TO ALL APPLICANTS

POSITION TITLE: Teacher
POSITION NUMBER: 00231/00462
DEPARTMENT: Community Education Center (CEC)
LOCATION: 2632 South Packerland Drive Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: CEC Manager
SALARY: NE8 \$18.65/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: April 28, 2021
CLOSING DATE: Until Filled
Transfer Deadline: May 5, 2021
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

This position will develop, teach, and tutor basic skills to students and adults to obtain a High School Diploma, GED or HSED Certification. Responsible to teach basic skills classes and to provide small groups and individualized tutoring sessions in math, science, reading, writing, history, English, and social studies. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assess student academic skills upon entry and cooperatively develop educational plans.
2. Develop, teach, educate, and tutor higher subjects or basic skills individually or in a small group.
3. Select, assign and review individual lessons for GED/HSED test preparation.
4. Assist students on all school subjects and post-secondary school entrance tests including ACT, SAT, PPST, Accuplacer and Wisconsin Skills Test.
5. Evaluate and assess students' needs or abilities for the effective implementation of teaching methodologies.
6. Develop, evaluate and recommend for purchase subject curriculum(s) and coordinate subject materials in cooperation with other CEC staff.
7. Work cooperatively with the Oneida Tribal School System (K-12) tribal programs, local public/private schools, local vocational/technical/four-year colleges.
8. Administer and review student capability assessment tools as needed or required.
9. Troubleshoot or assist students with basic computer skills.
10. Prepare, compile, and maintain daily records or reports as needed/required.
11. Monitor participants' Developmental Educational Plans (DEP's). Provide updates to parents/guardians, schools, Oneida departments, and governmental agencies as needed/required.
12. Educate college, university and technical college students in academic skills as needed/required.
13. Troubleshoot or assist clients with basic computing skills, operation of the lab computers, on-line courses and provide basic internet instruction in the development of Long-Distance Learning initiatives (LDL).
14. Open or close the CEC facility following prescribed procedures.
15. Practice excellent customer service skills at all times to include, but not limited to, addressing customer or employee needs courteously and promptly.
16. Contributes to a team effort and accomplish related results as required.
17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, Department SOP's, Area Program Work standards, Strategic Plans and Policies.
18. Maintain strict department security, confidentiality, and quality, to meet professional standards of the department.

JOB DESCRIPTION

Teacher

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DUTIES AND RESPONSIBILITIES: (Cont.)

19. 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 as deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Work is generally performed in a classroom setting with a moderate noise level.
2. Ability to work flexible hours including evenings and weekends.
3. A Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge and ability to develop and effectively carry out instructional activities and lesson plans.
2. Knowledge and ability to teach or make referrals to staff math specialists for higher math subjects.
3. Knowledge and ability to motivate students to perform up to their fullest possible academic potential.
4. Knowledge of the Oneida Community, its history and culture, with the ability to integrate into work.
5. Skill in interpersonal relations.
6. Ability to maintain a creative environment.
7. Ability to work efficiently and effectively with minimal supervision or completely unsupervised.
8. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems to make objective decisions.
9. Ability to assist students in job seeking skills, filling out applications, writing resumes, cover letters, and practicing interviewing skills.
10. Ability to present a professional appearance and demeanor as a representative of the Oneida Tribe in dealing with the general public.
11. Ability to be tactful and mature with the ability to work with a wide variety of personalities demonstrating objectivity, respect, courtesy, maturity and patience.
12. Ability to plan or schedule by setting priorities efficiently and effectively. Must demonstrate the ability to meet strict deadlines and successfully cope with stressful situations or working conditions.
13. Oneida Certification on reporting Child Abuse and Neglect is required within three (3) months of employment.
14. CPR and Red Cross First Aide certification must be attained within three (3) months of employment. Certification must be maintained during the course of employment.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
18. 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. Knowledge of the WOWI and/or other comprehensive, online career inventories.
2. Knowledge and/or experience implementing contemporary assessment methods in core academic areas.
3. Ability to successfully teach skills in English Language, Composition, and Reading to students ranging from elementary to college-level ability.
4. Ability to adapt or modify lessons to fit the diverse needs and abilities of students.
5. Demonstrate writing skills. **(Test administered by the Human Resources Department)**

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Education; two (2) years of combined, successful experience teaching/tutoring Adult Basic Education, Math, Language Arts/English, Social Studies, and Science.
2. A Wisconsin (DPI) Teaching License. Must maintain Wisconsin Secondary or Adult Teaching License during employment.

ITEMS TO BE SUBMITTED: Must provide a copy of diploma, license, degree or certification upon employment.

1. Must provide two (2) current professional references.