

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



ONEIDA

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

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

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Education Manager
POSITION NUMBER: 02258 (3 sisters)
DEPARTMENT: Head Start
LOCATION: 2801 W Mason St Green Bay WI
DIVISION: General Manager
RESPONSIBLE TO: Head Start/Early Head Start Director
SALARY: E5 \$45,961/Annually (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: July 28, 2021
CLOSING DATE: Until Filled
Transfer Deadline: August 4, 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

The Head Start Education Manager functions as a management team member and provides direction and leadership for the Education and Disabilities Components of the Program. The Education Manager ensures the Department's full compliance with the Head Start Performance Standards, assists with curriculum implementation, educational programming, lesson planning, assessments, screenings, home visits, parent conferences and ensures all facets of program are in compliance, for both Head Start and Early Head Start. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assists educational staff in meeting the education component requirements of the Head Start Performance Standards and Oneida Culture and Language standards for curriculum selection, design and implementation.
2. Supervise teachers, coach teachers, provide training and development opportunities and ensure effective communication of policy and program updates with teaching staff.
3. Host regular staff meetings to ensure communication between personnel and program-related activities.
4. Create, implement, and maintains Department Standard Operating Procedures.
5. Assess and monitor implementation of the Child Development Services through classroom observation and providing feedback to staff.
6. Collaborate with the Management Team on budget formulation and modifications.
7. Assist Director in securing additional funding and grant monies for continuation and expansion of program services.
8. Conduct annual program evaluation and assessments of program components and staff according to established policies, procedures and regulations.
9. Interact with the Management Team, Policy Council, Parent Committee, and Parent Liaison as appropriate.
10. Keep leadership and other departments informed of status of program activities by attending meetings and submitting reports.
11. Develop and maintain the Head Start Program's Strategic Partnerships to deliver health, mental health and special needs services for children.
12. Collaborate with other tribal departments to ensure the needs of the children of the Oneida Head Start Program are being met.
13. Oversee administrative responsibilities of the "educational" dimension of Head Start programs.
14. Ensure program compliance with tribal and state licensing regulations and procedures.

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DUTIES AND RESPONSIBILITIES: (cont.)

15. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures and Education & Training Strategic Plan.
17. 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 walk, sit; reach with hands and arms. Occasionally stand; and stoop, kneel, crouch, 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 2 step TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of and ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Knowledge of the Oneida Community, history, language and culture and able to integrate into curriculum.
4. Knowledge of the principles, practices and methods of preschool curriculum development. Ability to utilize technology assisted educational curriculum tools, reporting and data software.
5. Knowledge of early childhood development, diet, and nutrition guidelines.
6. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
7. Skill in preparing, reviewing, and analyzing operational and financial reports.
8. Skill in supervising, training, and evaluating assigned staff.
9. Skill in working with children to include special needs.
10. Ability to communicate efficiently and effectively both verbally and in writing.
11. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
12. Oneida Certification on Reporting Child Abuse and Neglect within ninety (90) days of employment.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
16. 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.
17. 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. Wisconsin State Certification in Early Childhood Education.
2. Child Care Administration Certification and/or Childhood Development.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's degree in Early Childhood Education, Child Care Administration or related field.
2. Three (3) years of experience teaching childcare setting.
3. One (1) year supervising experience required; and/or an equivalent combination of education and experience may be considered.

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