

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

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



OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Physical Education/Health Teacher (**Elementary**)
POSITION NUMBER: 07068
DEPARTMENT: Oneida Nation School System (ONSS)
LOCATION: N7125 Seminary Rd Oneida WI
DIVISION: Non-Divisional
RESPONSIBLE TO: K-5 Principal
SALARY: Teacher Salary Scale (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Exempt
POSTING DATE: September 16, 2021
CLOSING DATE: Until Filled
Transfer Deadline: September 23, 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

Accomplish the Oneida Nation School System's objectives by planning, instructing, and evaluating educational programs appropriate for the grade level and subject matter. Promote social, emotional, and intellectual growth and development, and incorporate the student's Oneida heritage. Encourage health and physical activity. Maintain a safe environment. Ensure that services are provided effectively and efficiently to the students of the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Plan, develop, organize, instruct, and evaluate physical education and health activities for assigned grade levels.
2. Instruct assigned class using curriculum and texts approved by school administration.
3. Prepare and submit lesson plans for the upcoming week to the Principal.
4. Use a variety of instructional techniques based on the curriculum and students' abilities.
5. Develop instructional lesson plan and organize class time to provide a balanced program of instruction, demonstration, working time, and practice time as appropriate.
6. Develop a strategy to integrate health and physical education into the curriculum.
7. Motivate students in learning and healthy lifestyles.
8. Establish and maintain standards of student behavior needed to provide an orderly and productive study environment.
9. Manage classroom effectively while maintaining a positive classroom environment.
10. Select appropriate instructional materials, tools, instructional aids, and sports equipment.
11. Plan curriculum and coordinate subject materials with other staff.
12. Coordinate with other staff members, including team teaching and assisting in other classrooms as needed.
13. Coordinate health and physical education curriculum with homeroom teachers to integrate healthy living and physical activity concepts throughout school curriculum.
14. Maintain a folder containing pertinent schedules, duties, recesses, lunch schedules, bus schedules, and emergency information.
15. Assist coaches and student athletes with athletic policies and procedures.
16. Act as a positive role model for students including: serving as a mentor; operating as an advocate for students when appropriate; upholding high professional standards; and refraining from using profanity, corporal punishment, or discriminating against students.

JOB DESCRIPTION

Physical Education/Health Teacher

Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

17. Maintain an effective communication system with parents, promoting confidentiality and credibility, and regarding students' progress, problems, or other issues.
18. Communicate in an appropriate, respectful manner with students, parents, and co-workers.
19. Attend school sponsored events such as Family Feast, Parent Meetings, student awards ceremonies, special activities, and Graduation.
20. Promote the athletic program to the community, implementing programs such as parent recognition, award presentations, and orientation sessions.
21. Supervise students in classroom, lunchroom, and outside activities as scheduled.
22. Attend meetings and in-service training programs as required.
23. Participate in the Language and Culture development activities.
24. Maintain professional and technical knowledge by attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies.
25. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
26. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
27. 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, stand, and sit. Occasionally stoop, kneel, crouch, crawl, and 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 a 2 step TB Skin Test is required within thirty (30) days of employment.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of school organization, functions, objectives, policies, and procedures.
3. Knowledge of the principles and practices of elementary education.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
6. Ability to be sensitive and receptive to the unique needs of school aged Native American students.
7. Ability to motivate students to perform to their fullest potential.
8. Ability to work independently and meet strict timelines.
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 exercise independent judgment.
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. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
16. Oneida Certification on Reporting Child Abuse and Neglect within ninety (90) days of employment.
17. Maintain strict departmental security, confidentiality and quality to meet professional standards of the department.
18. Must be willing and able to obtain additional education and training.
19. Must comply with Bureau of Indian Education criminal history records check as a condition of employment to include fingerprinting.
20. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during 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.

JOB DESCRIPTION

Physical Education/Health Teacher

Page 3

STANDARD QUALIFICATIONS(Cont.)

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. Knowledge of the Oneida language, community, history, and culture.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree.
2. Wisconsin State License 1530 Physical Education and 1910 Health or actively working toward completing an educator program within two (2) years of hire date.

ITEMS TO BE SUBMITTED:

1. An Oneida employment application.
2. Current personal resume.
3. Must provide a copy of school transcripts with application.
4. Copies of certifications/license document or letter from accredited college or university stating that you have completed the program and have applied for your license.
5. Four (4) letters of references:
 - a. Letters from current and or previous employers.
 - b. Letters need to be current (within the last 4 years).
 - c. Letters need to contain information related to previous schoolwork experience.

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