

**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

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

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

**OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Childcare Teacher  
**POSITION NUMBER:** 00109  
**DEPARTMENT:** Oneida Childcare (OCC)  
**LOCATION:** 2965 S. Overland Rd, Oneida, WI  
**DIVISION:** Governmental Services  
**RESPONSIBLE TO:** Childcare Supervisor  
**SALARY:** NE04 \$15.00/Hr (NEGOTIBLE)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** December 13, 2021  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** December 20, 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**

Work with OCC staff to provide a safe and secure environment for children entrusted to their care in which each child can develop his/her physical, emotional and intellectual skills. Assist with planning and implementing age-appropriate curriculum for children in accordance with the OCC Department Standard Operating Procedures and State of Wisconsin HFS 46 Licensing Rules. Works flexible hours from 6:00 a.m. to 5:15 p.m. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Follow the OCC Department Standard Operating Procedures.
2. Provide nurturing and support to all children. Develop and maintain a caring, warm and trusting relationship with each child while enforcing appropriate disciplinary measures accordingly.
  - a. Develop, implement and oversee a routine for daily and general programming for children and incorporating the creative curriculum lesson plans on a weekly basis.
3. Maintain appropriate records as required by Tribal, State funding and licensing agencies. Completes appropriate records including daily infant intake forms, child/teacher ratio sheets, medical log and medicine log and medicine dispensing forms, accident report forms/ logs, infant/toddler feeding, sleeping, changing form, in-service and continuing education.
4. Maintain an orderly, attractive, and stimulating physical environment for young children.
  - a. Clean and maintain a safe and secure environment, designing and constructing bulletin boards and other displays, monitoring equipment, maintaining supplies, and informing the supervisor of supplies needed.
5. Develop and maintain positive relationships with parents of children to include, but not limited to, greeting parents each day, writing notes and developing reports to parents as required.
  - a. Meet with parents in conference twice each year, attend programs with parents, and submit articles/information to the monthly newsletter.
  - b. Work cooperatively with OCC staff using a team approach to childcare.
  - c. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
6. Complete twenty-five (25) continuing education hours per year as directed by supervisor.
7. Attend staff meetings as needed/required.
8. Contribute to a team effort and accomplishes related results as required.
9. Adhere to all Personnel Policies and Procedures, Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
10. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

## **JOB DESCRIPTION**

### **Childcare Teacher**

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#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

11. 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 use hands and arms; talk and hear; sit, stand, walk, bend/stoop, squat, crawl, crouch, kneel, balance, push/pull and carry and lift up to fifty (50) pounds.
2. Occasionally reach above shoulder level.
3. Work is generally performed in a classroom setting with a moderate noise level.
4. 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 the different physical and mental development stages of children.
2. Skill in customer/client relation.
3. Ability and willingness to complete twenty-five (25) continuing education hours per year.
4. Ability to prepare lessons plans that are age appropriate and reasonable to children's needs.
5. Ability to define and to provide an organized, self-directed classroom.
6. Ability to remain awake and alert throughout scheduled shift.
7. Ability to maintain a safe and nurturing environment.
8. Ability and willingness to work cooperatively with OCC co-workers and clients.
9. Ability to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity and maturity.
10. Ability and willingness to work a flexible work schedule from 6:00 a.m. to 5:15 p.m.
11. Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days of employment.
12. 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.
13. Child Development Associate Credential (CDAC)/Assistant Teacher Technical Diploma is required and/or must enrolled in an Early Childhood Education program that leads to a CDAC or Teacher Assistant Technical Diploma at the onset of employment and must complete within two (2) years of hire.
14. Must complete Health Insurance Portability and Accountability Act (HIPAA) training within 30 days of employment and annually thereafter.
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 and familiarity with American Indian cultures in general and the Oneida Nation specifically.

#### **MINIMUM QUALIFICATIONS:**

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

1. Must be eighteen (18) years of age or older.
2. High School Diploma or GED and a minimum of eighty (80) hours in an Early Childhood Development Program from an approved technical college (Early Childhood I and II) or its equivalent as stated in HFS Licensing Rules for Group Day Care Centers; Table 46.05-C; eighty (80) working days as a full-time assistant child care teacher or an elementary school teacher up to grade Kindergarten or one-hundred twenty (120) days as a half-time assistant child care teacher or an elementary school teacher up to grade Kindergarten experience; an equivalent combination of education and experience may be considered.

#### **ITEMS TO BE SUBMITTED:**

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