

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### **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

Job Line: 1-800-236-7050

#### **APPLY ONLINE AT:**

<http://oneida-nsn.gov>

### **SECOND POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Language Art Teacher  
**POSITION NUMBER:** 07016  
**DEPARTMENT:** Oneida Nation School System  
**LOCATION:** N7125 Seminary Rd Oneida WI  
**DIVISION:** Non Divisional  
**RESPONSIBLE TO:** Appropriate Principal  
**SALARY:** TS (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** January 23, 2012  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** January 30, 2012  
**Proposed Start Date:** As Soon As Possible

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Tribe of Indians of Wisconsin 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 secondary level educational programs appropriate for the grade level and subject matter. Promotes social, emotional, and intellectual growth and development, and incorporates the student's Oneida heritage. 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, develops, organizes, instructs, and evaluates students in secondary Language Arts for assigned grade level and subject areas.
2. Prepare lesson plans, using the Teacher's Pal computerized system, incorporating Wisconsin State Standards and Native American Indian Content Standards.
3. Instruct assigned classes using curriculum and texts approved by school administration.
4. Ensure effective planning and implementation of lesson design.
5. Prepare and submits lesson plans for the upcoming week to the Principal.
6. Evaluate and analyzes students' needs and abilities to ensure effective implementation of teaching methods.
7. Uses a variety of instructional techniques based on the curriculum and students' abilities.
8. Develop instructional lesson plans and organizes class time to provide a balanced program of instruction, demonstration, and working time.
9. Develop a strategy to integrate Oneida culture into the curriculum.
10. Motivate students in learning.
11. Communicate clearly and effectively both verbally and in writing.

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

12. Establish and maintains standards of student behavior needed to provide an orderly and productive study environment.
13. Manage classroom effectively while maintaining a positive classroom environment.
14. Select appropriate instructional materials, tools, and instructional aids.
15. Evaluate individual growth and performance in knowledge and understanding.
16. Plan curriculum and coordinates subject materials with other staff.
17. Coordinate with other staff members, including team teaching and assisting in other classrooms as needed.
18. Provide a concise yet comprehensive description of planned activities for the substitute teacher when needed.
19. Maintain accurate, appropriate, and confidential records regarding students' grades, attendance, progress, and other pertinent information.
20. 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.
21. Demonstrate effective human relations skills with teachers, parents, administrators, community members, non-teaching staff, students and other tribal departments.
22. Maintain an effective communication system with parents, promoting confidentiality and credibility, and regarding students' progress, problems, or other issues.
23. Communicate in an appropriate, respectful manner with students, parents, and co-workers.
24. Guide students in making contributions to the community.
25. Attend school sponsored events such as Family Feast, Parent Meetings, student awards ceremonies, special activities, and Graduation.
26. Supervise students in classroom, lunchroom, and outside activities as scheduled.
27. Attend meetings and in-service training programs as required.
28. Participate in the Oneida Nation Teacher Certification Program.
29. Maintain professional and technical knowledge by attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies.
30. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
31. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
32. 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 sit; and talk and hear; walk.
2. Occasionally stand; stoop, kneel, crouch, or crawl; lift and/or move up to twenty five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Must complete a Self Disclosing Physical Questionnaire prior to employment.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty days of employment and annually thereafter.

**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 education.
4. Knowledge of the Oneida language, community, history, and culture.
5. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
6. Ability to exercise independent judgment.
7. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
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 high-school aged Native American students.
13. Ability to develop and complete instructional activities and lessons.

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**STANDARD QUALIFICATIONS: (Cont.)**

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. Oneida Certification on Reporting Child Abuse and Neglect within ninety (90) days of employment.
17. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
18. Must be willing and able to obtain additional education and training.
19. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
20. 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 Tribe's Gaming Division.

**PREFERRED QUALIFICATIONS:**

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

1. Teaching experience and experience in cross-cultural education.

**MINIMUM QUALIFICATIONS:**

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

1. Bachelor's Degree in Education.
2. Wisconsin State 300 Language Arts License.

**ITEMS TO BE SUBMITTED:**

1. An Oneida employment application.
2. Current personal resume.
3. Official transcripts.
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. Two (2) letters of references:
  - a. Letters from current and or previous employers
  - b. Letters need to be current (within with the last 4 years).
  - c. Letters need to contain information related to previous school work experience.