

Job Postings

Fill out the form below for each position you wish to post. Postings are reviewed by Council staff and posted within three business days of date submitted. Job openings will only be posted for TWO months unless the Child Care Council is notified otherwise.

Today's Date: *

11/07/2018

Name of Agency/Program: *

Oakland Family Services/Early Childhood Education

City: *

Pontiac

Position/Job Title: *

Substitute Lead Teacher

Job Description: *

About Oakland Family Services

Oakland Family Services is a private, not-for-profit, human services organization that provides programs from four offices and within our community located throughout Oakland County. As a leader in child and family-focused services, Oakland Family Services reaches more than 35,000 individuals and 18,000 families each year. We offer a warm and engaging work environment and the opportunity to work with dedicated professional colleagues. In addition to excellent benefits, we offer flexible work schedules, advancement opportunities, work-life balance initiatives and more. Join our team and make a difference. Join us in our mission to build brighter futures for those we serve, while building your OWN brighter professional future.

Position Responsibilities

The Substitute Lead Teacher is responsible for teaching children, providing coverage to maintain ratios, and other miscellaneous operations related to Oakland Family Services' Children's Learning Center (CLC). This position is an on-call and/or as needed position. The position reports to the Early Childhood Education Manager.

Specific Duties/Job Expectations

The specific duties include but are not limited to the following:

- Implement developmentally appropriate activities using the High/Scope approach to learning with children.
- Maintain standards of quality as required by State licensure, NAEYC accreditation and Michigan Department of Education (as applicable).
- Keep accurate records of the children's attendance, meal records, and sign-in/out sheets for parents.
- Maintain a conducive learning environment for children.
- Supervise and ensure the safety and well-being of each child.
- Other duties as assigned.

Qualifications

- May have one of the following:
 - Valid Michigan Teaching Certificate with an Early Childhood Specialist endorsement (ZA).
 - Valid Michigan Teaching Certificate with a Child Development Associate (CDA)
 - Bachelor's Degree in Child Development
 - Bachelor's Degree in Early Childhood Education
- A minimum of two years of teaching experience is preferred.
- Utilization of positive management techniques in the classroom.
- Abilities and skills in the team approach to problem solving and task completion.
- Shows sensitivity to cultural differences.

- Other relevant qualifications that support positive performance in the position.
- Special abilities and skills necessary to perform the required tasks and that best meet the needs of the Agency also will be considered. Any standard above may be waived when compensating specifications or circumstances exist.

To Apply

To apply, visit our Career Center on our website at: www.oaklandfamilyservices.org

Oakland Family Services is an Equal Opportunity Employer

Applicants Reply to:

www.oaklandfamilyservices.org

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