

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: *

12/21/2018

Name of Agency/Program: *

Early Childhood Education / Oakland Family Services

City: *

Pontiac, MI

Position/Job Title: *

Lead Preschool 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 Lead Teacher is responsible for the overall day-to-day operations of a classroom in Oakland Family Services' Children's Learning Center (CLC). The teacher is responsible for teaching children, task supervision of support staff, lesson planning, interacting with parents and volunteers, record keeping and other miscellaneous operations related to the Children's Learning Center Programs. The position reports to the Early Childhood Education Manager.

Specific Duties/Job Expectations

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

- Plan and 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).
 - Conduct a minimum of two parent-teacher conferences per school-year with each enrolled family.
 - Conduct home visits as applicable
 - Maintain ongoing communications with parents through daily interactions, weekly notes, monthly newsletters, mailings and additional conferences as needed.
 - Participate in outreach activities and assist in the recruitment and enrollment of children for the program.
 - Keep accurate records of the children's attendance, meal records, unusual incident reports, medication for children, allergies, and sign-in/out sheets for parents.
 - Have daily team planning meetings to create daily lesson plans.
 - Coordinate daily responsibilities with the Assistant Teacher and/or Children's Aide.
 - Document children's interactions and play through anecdotal notes on a daily basis.
 - Document children's developmental progress using High/Scope's Child Observation Record (COR).
 - Assist in planning parent education programs.
 - Provide task supervision of classroom volunteers, Assistant Teacher and Children's Aides.
 - Track volunteer hours and activities.
 - Complete monthly Parent Involvement Log.
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- Maintain a conducive learning environment for children.
 - Supervise and ensure the safety and well-being of each child.
 - Plan and coordinate field trips and in-house activities for children.

- Request and inventory classroom materials and supplies.
- Other duties as assigned.

Qualifications

- Must possess 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.
- Excellent communication skills that focus on positive and professional communication with parents and children.
- 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.

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Benefits*		
Flexible Work Schedules	Work/Life Balance	Generous Paid Time Off Benefits*
11 Paid Holidays	403b Retirement Savings Plan	...and more!

*Full-Time Positions

To Apply

To apply for this position, please visit our Career Center on our website at: www.oaklandfamilyservices.org.

Oakland Family Services is an Equal Opportunity Employer

Applicants Reply to:

<https://www.oaklandfamilyservices.org>

Google Forms