

## 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: \*

04/16/2018

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Name of Agency/Program: \*

Oakland Family Services/Early Childhood Education

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City: \*

Pontiac and Walled Lake, MI

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Position/Job Title: \*

Substitute Teachers

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## Job Description: \*

“Now Interviewing and Hiring for Fall Teaching Positions”

### 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

Responsible for managing the overall day-to-day operations of a preschool classroom in Oakland Family Services' Children's Learning Center. The Assistant Teacher will provide physical care and implement activities with the children. The Assistant Teacher reports to the Early Childhood Education Manager.

### Specific Duties/Job Expectations

- Assist in planning and implementing developmentally appropriate activities utilizing the High/Scope Approach with children.
- Maintain standards of quality in the classroom as required by State licensure and accreditation.
- Maintain classroom responsibilities in the Lead Teacher's absence.
- Assist in keeping accurate records of the children's attendance, meal records, unusual incident reports, medication for children, allergies, and sign-in/out sheets for parents.
- Assist in anecdotal observations of children on a daily basis, and assist in completion of assessment of children's development.
- Communicate positively and professionally with parents.
- Conduct for each enrolled family a minimum of two parent-teacher conferences per school-year.
- Supervise and ensure the safety and well-being of each child.
- Assist in maintaining the arrangement, appearance and learning environment.
- Assist in the supervision of classroom volunteers.
- Other duties as assigned.

### Qualifications

- Must possess proper training in early childhood development, including, but not limited to, a Child Development Associate Credential (CDA) or Associate Degree in child development or other similar program or equivalent continuing education experience as approved by the Michigan Department of Education.
- Experience and knowledge in Early Childhood Education and developmentally appropriate practices. Experience in the High/Scope Approach preferred.
  
- Positive Classroom and Behavior management techniques and strategies.
- Good organizational skills.
- 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 for this position, please visit our Career Center on our website at: [www.oaklandfamilyservices.org](http://www.oaklandfamilyservices.org)

Oakland Family Services is an Equal Opportunity Employer

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Applicants Reply to:

[www.oaklandfamilyservices.org](http://www.oaklandfamilyservices.org)

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