

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: *

July 30, 2018

Name of Agency/Program: *

Oakland Family Services Children's Learning Center

City: *

Pontiac and Walled Lake

Position/Job Title: *

Part Time Childcare Assistant

Job Description: *

Child Care Assistant

Part Time

Pontiac: 16-20 hours per week

Walled Lake: 16-25 hours per week

Day Care

Position Responsibilities

Responsible for assisting with the day-to-day operations of the classroom(s) in the Oakland Family Services Children's Learning Center. The Child Care Assistant will provide physical care and implement developmentally appropriate activities with the children. This position reports to the Early Childhood Education Site Supervisor. The following represents a summary of the primary tasks performed by incumbents in this position.

Specific Duties/Job Expectations

Assist in implementing developmentally appropriate activities based on the High/Scope Approach.

Maintain standards of quality in the classroom as required by State licensure and accreditation.

Assist in supervising and ensuring the safety and well-being of each child.

Assist in maintaining the arrangement, appearance and learning environment.

Assist in anecdotal observations of children.

Assist in maintaining accurate child related records.

Complete necessary center and agency paperwork in a timely and accurate manner.

Communicate positively and professionally with parents.

Provide classroom coverage in the absence of the lead and assistant teachers.

Other duties as assigned.

Qualifications

High school diploma or equivalent necessary; experience toward Child Development Associate (CDA) preferred.

Experience working with young children specifically, 12 months through 8 years old.

Must demonstrate knowledge related to child development and the High/Scope Approach or be willing to learn and implement.

Good organizational and social skills.

Must show sensitivity to the needs of a culturally diverse population.

Any standard above may be waived when compensating specifications or circumstances exist.

Special abilities and skills necessary to perform the required tasks and that best meet the needs of the Agency also will be considered.

Applicants Reply to:

www.oaklandfamilyservices.org/careers

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