

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: *

August 1, 2018

Name of Agency/Program: *

Oakland Family Services - Children's Learning Centers

City: *

Pontiac and Walled Lake

Position/Job Title: *

Assistant Teacher

Job Description: *

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.

For YOUR Brighter Future, We Proudly Offer

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|----------------------------|------------------------------|--------------------------------------|
| Industry Competitive Wages | Advancement Opportunities | BCBS, BCN and Delta Dental Benefits* |
| Flexible Work Schedules | Work/Life Balance | Generous Paid Time Off Benefits* |
| 11 Paid Holidays | 403b Retirement Savings Plan | ...and more! |

*Full-Time Positions

Oakland Family Services is an Equal Opportunity Employer

Applicants Reply to:

www.oaklandfamilyservices.org/careers

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