



**CHILD CARE ASSISTANT - CLC**  
**Early Childhood Education**  
**Part-Time Hourly**  
**Pontiac and Walled Lake-CLC**

**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 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.

**To Apply**

Internal candidates may apply for this position through your ADP portal, by signing into ADP, then clicking on "Myself", "Talent", and then "Career Center".

**Oakland Family Services is an Equal Opportunity Employer**