



LEAD TEACHER
Children's Learning Center
Full-Time Salary
Pontiac and Walled Lake

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.

Responsibilities/Essential Functions

The Preschool 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 implementing high quality, HighScope learning experiences for children, task supervision of support staff, daily 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 Supervisor.

Specific Duties/Responsibilities

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

- Design, implement and evaluate developmentally appropriate, engaging activities using the HighScope approach to learning with children.
- Maintain standards of quality as required by State licensure, Great Start to Quality and NAEYC accreditation.
- Maintain accurate records of the children's attendance, meal records, incident reports, medication for children, allergies, and sign-in/out sheets for parents.
- Facilitate daily team planning meetings to create daily lesson plans and coordinate task responsibilities with the Assistant Teacher and/or Child Care Assistant.
- Provide coaching support to other teachers on the team in areas of personal expertise.
- Collaborate with classroom partners, supervisor and administrative team members on curriculum, student and center needs.
- Participate in Agency and program activities and assist in the recruitment and enrollment of children for the program as needed.
- Conduct a minimum of two parent-teacher conferences per school year with each enrolled family.
- Conduct two home visits with each Great Start Readiness Program (GSRP) enrolled family.
- Create and maintain formal and informal communications with parents through daily interactions, weekly notes, monthly newsletters, mailings, emails and additional conferences as needed.
- Daily documentation of children's interactions and play through anecdotal notes.
- Assess children's developmental progress using HighScope's Child Observation Record (COR).
- Administer, score and provide parental feedback on the Ages and Stages Questionnaire (ASQ-3 and ASQ-SE) and other Agency required assessments and screenings.
- Collaborate, create and implement children's behavioral support plans as needed.
- Assist in planning and implementation of parent education programs.
- Complete monthly Parent Involvement tracking.
- Maintain a clean and healthy classroom environment for children.

- Supervise and ensure the safety and well being of each child.
- Request and inventory classroom materials and supplies.
- Participate in professional development opportunities as required by the Agency, licensing and funding requirements.
- Other duties as assigned.

Physical Demands

While performing the duties of the job, the employee is regularly required to be physical and capable of successfully managing an early learning environment. The employee is frequently required to sit and/or stand for 8 hours or more. Staff must have the ability to reach with hands and arms and must occasionally lift and move up to 25 pounds.

Qualifications

- Must possess one of the following:
 - Valid Michigan Teaching Certificate with an Early Childhood Specialist endorsement (ZA/ZS)
 - Bachelor's Degree in Child Development with emphasis in preschool teaching.
 - 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.

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