



ASSISTANT 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 Assistant Teacher is responsible for supporting the overall day-to-day operations of a classroom in Oakland Family Services' Children's Learning Center (CLC). The teacher is responsible for assisting with the implementation of high quality, HighScope learning experiences for children, 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:

- Assist in implementing and evaluating 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.
- Assist in maintaining accurate records of the children's attendance, meal records, incident reports, medication for children, allergies, and sign-in/out sheets for parents.
- Participate in daily team planning meetings to create daily lesson plans and coordinate task responsibilities with the Lead Teacher and/or Child Care Assistant.
- Collaborate with classroom partners, supervisor and administrative team members on curriculum, student and center needs.
- Participate in Agency and program activities.
- Assist in conducting a minimum of two parent-teacher conferences per school year with each enrolled family.
- Assist in conducting two home visits with each Great Start Readiness Program (GSRP) enrolled family.
- Assist with daily documentation of children's interactions and play through anecdotal notes.
- Assist in assessing children's developmental progress using HighScope's Child Observation Record (COR).
- Assist in the creation and implementation of children's behavioral support plans as needed.
- Maintain the arrangement, appearance and cleanliness of the learning environment.
- Supervise and ensure the health, safety and well being of each child.
- 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 at minimum a High School Diploma or equivalent.
- Proper training in Early Childhood Education, including, but not limited to, a Child Development Associate Credential (CDA) Associate Degree in child development or related field or equivalent continuing education experience as approved by the Michigan Department of Education.
- A minimum of one year of preschool teaching experience is preferred.
- Experience with the HighScope approach preferred.
- 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