



**CHILD CARE ASSISTANT**  
**Children's Learning Center**  
**Part Time Hourly**  
**Pontiac and Walled Lake Locations**

**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**

The Child Care Assistant is responsible for assisting with the day-to-day operations of the classrooms in the Oakland Family Services Children's Learning Center (CLC). 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.

**Specific Duties/Job Expectations**

- Assist in implement and evaluate developmentally appropriate, engaging activities using the HighScope approach to learning with children.
- Provide classroom coverage in the absence of Lead Teacher and/or Assistant Teacher.
- 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 Assistant Teacher.
- Assist in creating and implementing children's behavioral support plans as needed.
- Collaborate with classroom partners, supervisor and administrative team members on curriculum, student and center needs.
- Participate in Agency and program activities.
- Assist in maintaining the arrangement, appearance and cleanliness of the learning environment.
- Assist in supervising and ensuring 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 a High School Diploma or equivalent.
- Child Development Associate Credential (CDA) preferred.
- Experience working with young children 12 months through 12 years old.
- Demonstrate knowledge related to child development.

- Willingness to learn and implement the HighScope Approach.
- Communication skills that focus on positive and professional communication with parents and children.
- 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](http://www.oaklandfamilyservices.org)

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