



Job Posting Request Form

Company Name

Oakland Family Services

Position Title

Lead Teacher

Job Description

- 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.

Qualifications

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

Contact Name

Suane Hunt

Contact Phone Number

(248) 858 7766

Contact Email

shunt@ofsfamily.org

What type of job is this?

Full Time

Position Opening Date

Tuesday, January 28, 2020


Does your job posting relate to one of RU's majors? If so, please notify the department chair for this major. (select all that may apply)

English (School of Humanities)

Interdisciplinary Studies (School of Humanities)

Health Sciences (School of Natural and Behavioral Science)

PDF attachment of job details

 Lead Teacher Posting 1.28.2020.docx