



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: employment@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

Early Head Start Infant Toddler Teacher Substitute

Division: Early Childhood Services

Department: Early Head Start

Supervisor: Center Manager

Qualifications:

1. High school diploma or GED required. Upon employment, candidate MUST be enrolled in a CDA credential program provided by OLHSA leading to a CDA by:
 - a. Attending CDA class two days per week
 - b. Observing classrooms two days a week
 - c. Shadowing home visits once per week
2. Minimum one year experience working with children and families of various racial, social and cultural backgrounds preferred. Early Head Start experience preferred.
3. Must be able to meet the physical demands of the job.
4. Valid Michigan driver's license and reliable transportation required.

Job Mission:

To provide a quality educational experience for children of low-income families and children with disabilities, in accordance with Head Start Performance Standards (HSPS), state licensing requirements and early childhood best practice principles.

Performance Standards:

1. Provide children with developmentally appropriate experiences in the classroom and outdoors in all domains of development through daily lesson plans including implementing Individual Family Service Plan (IFSP) goals and utilize respectful individual and responsive care giving practices with infants and toddlers.
2. Administer standardized screenings to identify the needs of children and make appropriate referrals and follow-up of children as needed; which includes children with special needs. Maintain documentation as required.
3. Maintain 90% attendance during the review period.
4. Carry out all other duties as directed by supervisor.

Hours & Wage

\$10.01 per hour

40 hours per week; 52 weeks per year

Several Openings