



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 Teacher

Division: Early Childhood Services

Department: Early Head Start

Supervisor: Center Manager

Qualifications:

1. Associate Degree required, a Bachelor Degree preferred in Early Childhood or related field and 3 credits in infant/toddler curriculum.
2. Minimum two (2) years experience working with low income, preschool families of various racial, social and cultural backgrounds.
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 HHS/ACF guidelines, state licensing requirements and early childhood best practice principles.

Performance Standards:

1. Provide children with developmentally appropriate experiences in all domains of development through daily lesson plans and classroom/outdoor activities during school year.
2. Conduct weekly home visits and facilitate group socializations and other family group activities as required by Head Start Performance Standards during the summer months.
3. Administer standardized screenings to identify the needs of the children and make appropriate referrals and follow-up of children as needed; which includes children with special needs. Maintain documentation as required.
4. Document children's progress by observing and recording behaviors using the Child Observation Record (COR).
5. Monitor and educate parents with respect to children's health status as it relates to the Head Start Performance Standards and EPSDT.
6. Maintain appropriate records, complete monthly reports, attend team meetings and perform all other duties as directed by supervisor.

Hours & Wage

\$15.22 per hour – Associate Degree

\$15.71 per hour- Bachelor Degree

40 hours per week; 52 weeks per year