



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

Teacher Assistant

Division: Early Childhood Services
Department: Head Start
Supervisor: Teacher

Job Mission:

To provide a quality, comprehensive education program for children of low income families, children with significant risk factors for school failure, and children with disabilities, in accordance with HHS/ACF guidelines and state licensing requirements as assigned.

Qualifications:

1. High School Diploma or GED required. Upon employment, candidate **MUST** be enrolled in a CDA credential or Associates Degree program leading to a CDA or an AA degree. **WITHIN TWO (2) YEARS OF HIRE.**
2. Must be able to meet physical demands of job.
3. Licenses and certificates required: valid Michigan Driver's License and reliable transportation.

Performance Standards:

1. Assist in providing children with developmentally appropriate experiences and high quality interactions in all areas of development, including physical, social/emotional, and cognitive domains. Assist Teacher with making appropriate referrals and follow-up as needed. Record children's behavior anecdotally and enter into Child Observation Record (COR) system. Assist in the planning for children's development based on observations.
2. Maintain 90% attendance during the review period.
3. Carry out all other duties as directed by supervisor.

Hours & Wage:

\$10.11 per hour – *High School Diploma*
\$10.30 per hour- *Child Development Associates Degree (CDA)*
40 hours per week; 43 weeks per year

Deadline to Apply