



## Human Resources

Oakland Livingston Human Service Agency  
196 Cesar E. Chavez Ave.  
P.O. Box 430598  
Pontiac, MI 48343-0598  
Email: [employment@olhsa.org](mailto:employment@olhsa.org)  
(248) 209-2615 FAX  
Website: [www.olhsa.org](http://www.olhsa.org)

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### INFANT TODDLER TEACHER TRAINEE

**Division:** Early Childhood  
**Department:** Early Head Start  
**Supervisor:** Site Manager  
**FLSA Status:** Non Exempt-Union

#### Qualifications:

1. High School Diploma or GED required. As a condition of employment, an employee must enroll in a Child Development Associate (CDA) for Infant and Toddler credential program upon employment and successfully complete the certification within nine (9) months of hire date.
2. Must be able to meet physical demands of the job.
3. Valid Michigan Driver's License and reliable transportation required.

#### Job Mission:

To provide a quality educational experience for children of the Head Start Program which includes children with disabilities. Prepares the children and families of the program by meeting program goals, including family, health and school readiness. Meets individual needs of children and families. Performs duties as assigned, in accordance with the Health and Human Services, Administration for Families and State of Michigan licensing requirements.

#### Performance Standards:

1. Provides children with developmental experiences in approaches to learning, social emotional, language and literacy, cognitive and perceptual, motor and physical development. In an environment of multi-cultural experiences through daily lesson plans and classroom activities.
2. Maintains constant active supervision with all children in the classroom.
3. Administers standardized screening to identify the needs of the children and make appropriate referrals and follow-up of children as needed, which includes children with special needs.
4. Maintain documentation as required- i.e. Lesson Plans, Individual Education Plans (IEP), and Child Observation Record (COR).
5. Carry out all other duties as assigned by supervisor.

#### Hours & Wage:

\$16.50 per hour  
40 hours per week; 52 weeks per year

#### Location:

Multiple locations in Oakland County

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**Job Title:** Infant Toddler Teacher Trainee

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	2	
Stand	2	
Walk	2	
Bend/Stoop	2	

Movements	Yes/No	Comments
Crawl	Yes	
Reach above	Yes	
Crouch	Yes	
Balancing	Yes	
Squat	Yes	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
<b>Weight Carried</b>	<b>26-50 lbs.</b>	

	Pounds	Comments
<b>Weight Lifted</b>	<b>26-50 lbs.</b>	

**Date:** 01/09/2025