Human Resources
Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
P.O. Box 430598
Pontiac, MI 48343-0598
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(248) 209-2615 FAX
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TEACHER

Division: Early Childhood
Department: Head Start
Supervisor: Supervisor - ECS
FLSA Status: Non Exempt - Non Union

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. Develops and implements lesson plans which includes individualization for children with an Individual Education Plan (IEP).
3. Documents children's educational experiences in the Child Observation Record (COR).
4. Maintains constant active supervision with all children in the classroom.
5. 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.
6. Maintain documentation as required.
7. Carry out all other duties as assigned by supervisor.

Qualifications:
1. Associate Degree in Early Childhood Education/Child Development or equivalent coursework. Bachelors of Arts/Science in Early Childhood Education/Child Development preferred, per the Head Start Act.
2. One (1) year experience working with preschool children and parents preferred; Head Start experience preferred.
3. Position requires work at multiple locations as assigned.
4. Must be able to meet physical demands of the job.
5. Valid Michigan Driver's License, valid automobile insurance, and reliable transportation to be used for job related travel are required.

Hours & Wage:
$21.22 per hour – Associate Degree
$22.23 per hour – Bachelor Degree
40 hours per week; 44 weeks per year

Location:
Pontiac

Job Requirements in an 8 hour day:

1. Sit – 1.5 hours (varies daily, driving to multiple sites and several floors)
2. Stand – 2.5 hours (picking up children, supplies)
3. Walk – 2.5 hours (interactions with children, families, and staff on a daily basis)
4. Bend/Stoop – 1.5 hours

Movements:

1. Crawl: Yes (in classroom/activities with children and parents)
2. Reach Above: Yes (to get books/binders/supplies)
3. Crouch: Yes (low files/mailboxes/working with children)
4. Balancing: Yes (working with children)
5. Squat: Yes (working with children)
6. Climb: Yes (climbing stairs)
7. Shoulder level: Yes (to get books/binders/supplies)
8. Kneel: Yes (speaking/working with children)
9. Pushing: Yes (pushing carts of supplies, files, donations, meeting items)
10. Weight carried: 26-50 lbs
11. Weight lifted: 26-50 lbs

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