



CHILDREN'S LEARNING CENTER BEHAVIORAL SUPPORT TEACHING STAFF

Early Childhood Education

Part-Time Hourly

Walled Lake – GSRP

About Oakland Family Services

Oakland Family Services is a private, not-for-profit, human services organization that provides programs from four offices and within our community located throughout Oakland County. As a leader in child and family-focused services, Oakland Family Services reaches more than 35,000 individuals and 18,000 families each year. We offer a warm and engaging work environment and the opportunity to work with dedicated professional colleagues. In addition to excellent benefits, we offer flexible work schedules, advancement opportunities, work-life balance initiatives and more. Join our team and make a difference. Join us in our mission to build brighter futures for those we serve, while building your OWN brighter professional future.

Position Responsibilities

The Behavioral Support Teaching Staff is responsible for providing one-on-one support for children exhibiting challenging behaviors classrooms in Oakland Family Services' Children's Learning Center (CLC). The support staff is responsible for teaching and interaction with an assigned child. The position reports to the Early Childhood Education Supervisor.

Specific Duties/Job Expectations

The specific duties include but are not limited to the following:

- Provide one-on-one interactions and support to ensure a successful classroom experience for children.
- Utilization of positive management techniques in the classroom.
- Able to help calm and de-escalate challenging situations.
- Maintain standards of quality as required by State licensure, NAEYC accreditation and Michigan Department of Education (as applicable) and the Great Start Readiness Program (GSRP) implementation manual.
- Support child in developing positive friendships with others, coping with strong feelings, and participating in daily routines.
- Maintain ongoing communications with parents through daily interactions, weekly notes, and/or additional conferences as needed.
- Keep accurate records of the children's attendance, meal records, unusual incident reports, medication for children, allergies, and sign-in/out sheets for parents.
- Provide input to the other staff in the creation daily lesson plans.
- Document children's interactions and play through anecdotal notes on a daily basis.
- Maintain a conducive learning environment for children.
- Supervise and ensure the safety and well-being of each child.
- Other duties as assigned.

Qualifications

Must possess one of the following:

- Bachelor's Degree in Child Development, Early Childhood Education, or Social Work (with a concentration on working with young children).
- Master's degree in social work, psychology or related field, or MSW student is preferred.
- A minimum of two years of teaching experience is preferred.
- Knowledge of early childhood social-emotional development, particularly preschool age (3-5) development.
- Experience with early childhood screening and development.
- Strong observation skills and the capacity to see the work from an ecological perspective.
- Excellent communication skills that focus on positive and professional communication with parents and children.

- Abilities and skills in the team approach to problem solving and task completion.
- Shows sensitivity to cultural differences.
- Other relevant qualifications that support positive performance in the position.
- Special abilities and skills necessary to perform the required tasks and that best meet the needs of the Agency also will be considered. Any standard above may be waived when compensating specifications or circumstances exist.

To Apply

Internal Candidates: To apply for this position, sign into your ADP account, click on “*Myself*”, “*Talent*” then “*Career Center*”.

Oakland Family Services is an Equal Opportunity Employer