



Talent Management & Development Department

NOTICE OF VACANCY

JOB ID: 13328

POSITION: Preschool Teacher

LOCATION: Early Childhood Education Center

SCHEDULE: Full-Time (1.0 FTE) 182 Days

SALARY: \$27.25-\$30.25/hour with single benefits

POSTING DATE: 8/20/2025

DEADLINE: 8/24/2025 or Until Filled

JOB DESCRIPTION

Lead teacher in a Pre-K for All/GSRP Classroom teaching 4 year olds

QUALIFICATIONS

- Valid Michigan Elementary Teacher Certificate, a Bachelor's in Child Development/Preschool or a Bachelor's in Children and Family

Preferred Experience

- Early childhood teaching experience
- Some experience working with children with special needs
- Demonstrated computer skills
- Experience working with preschool age children
- CPR & First Aid certified
- Experience with Creative Curriculum and Gold Assessment

RESPONSIBILITIES & DUTIES

- Create and implement lesson plans utilizing the Creative Curriculum
- Effective use of ASQ and Gold Assessment with students to gather data to instruct teaching practices
- Conduct Home Visits and conferences
- Great customer service and communication with our diverse population of families
- Complete 24 hours of professional development yearly and keep current in CPR and First Aid.
- Schedule team and individual meetings whenever necessary to discuss classroom programs.
- Offer support staff constructive feedback on a regular basis to facilitate learning.
- Work with team to provide a well-organized, smooth functioning classroom and program
- Attend Parent Advisory meetings, Data meetings and Family Engagement activities
- Post lesson plans, calendars and general classroom information on parent board
- Remain current in issues and trends in early childhood education
- Collaborate with Child Development Specialist to ensure all State and Grant guidelines are met

APPLICATION:

For full consideration of your candidacy, please complete the entire online application on the **Oakland Human Resources Consortium website at <https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160>** by the deadline listed. In addition, upload your letter of interest, resume, transcripts, and any supporting documentation. Due to the potential volume of paper applications we will only consider applications completed online.

INTERNAL CANDIDATES:

You still need to complete an online internal application through the OHRC website at <https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160>.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Novi Community School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Novi Community School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints should be directed to Laura Carino, Novi Community School District 25345 Taft Rd., Novi, Michigan 48374.

Rev. 01-28-23

Students who are passionate, empowered, and prepared for their world and their future.

novi.k12.mi.us/