



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

CLASSROOM AIDE

Division: Early Childhood

Department: Grantee

Supervisor: As Assigned

FLSA Status: Non Exempt – Non Union

Qualifications:

1. High School Diploma or equivalent required.
2. One (1) year experience in working (paid or volunteer) with preschool children and parents preferred.
3. Must be able to meet the physical demands of the job and childcare licensing regulations.
4. Valid Driver's license, state ID, or government ID and access to reliable transportation to be used for job related travel are required.

Job Mission:

To provide quality preschool experiences for children at-risk of educational failure in accordance with GSRP regulations, Head Start guidelines and state licensing requirements, and early childhood best practice principles.

Performance Standards:

1. Assist with the implementation of lesson plans and daily activities in the classroom to ensure a safe and harmonious environment is provided to children enrolled in the divisions programs.
2. Attend all trainings/workshops as required.
3. Carry out all other duties as assigned by supervisor.

Hours & Wage

\$16.00 per hour - *High School Diploma/GED*

\$16.25 per hour - *Child Development Associates Degree (CDA)*

40 hours per week; 44 week per year

Temporary Full-Time

Location

Multiple locations in Oakland County

OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER