



## 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)

---

## 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

\$12.15 per hour - *High School Diploma/GED*

\$12.40 per hour - *Child Development Associates Degree (CDA)*

40 hours per week; 44 week per year

(Several openings)

Temporary Full- Time

### Location

All locations

**OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER**

**Job Title:** Classroom Aide(Head Start & GSRP)

**Division:** Early Childhood

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

	Hours	Comments
Sit	1	This position varies daily, driving to multiple sites and several floors.
Stand	2	Picking up of children, supplies
Walk	4	Interactions with children, families and staff on a daily basis.
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	Yes	in classroom/activities with children and parents
Reach above	Yes	to get books/binders/supplies
Crouch	Yes	low files/mailboxes/working with children
Balancing	Yes	working with children
Squat	Yes	working with children
Climb	Yes	climbing stairs
Shoulder level	Yes	to get books/binders/supplies/files
Kneel	Yes	speaking/working with children
Pushing	Yes	pushing carts of supplies, files, donations, meeting items

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

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

**Date:** June 10, 2022