



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

SUBSTITUTE TEACHER ASSISTANT

Division: Early Childhood

Department: Head Start

Supervisor: As Assigned

FLSA Status: Non Exempt – Non Union

Qualifications:

1. High School diploma or GED required.
2. Must be 18 years of age or older and able to meet the physical demand of job and childcare licensing requirements.
3. At least one year experience classroom experience required. (i.e. Volunteer or paid.), Head Start experience preferred.
4. Licensing and certificates requirements: valid Michigan Driver's License.

Job Mission:

To assist with the implementation of the lesson plans and to ensure the safety of the children during program activities.

Performance Standards:

1. Assist with the implementation of lesson plans and daily activities in the classroom to assure 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

\$16.50 per hour

On-Call Position

Location

Multiple locations in Oakland County

OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER

Job Title: Substitute Teacher Assistant (Head Start & GSRP)

Division: Early Childhood

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

	Hours	Comments
Sit	1.5	This position varies daily, driving to multiple sites and several floors.
Stand	2.5	Picking up of children, supplies
Walk	2.5	Interactions with children, families and staff on a daily basis.
Bend/Stoop	1.5	

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
Weight Carried	26-50 lbs.	

	Pounds	Comments
Weight Lifted	26-50 lbs.	

Date: 01/09/2025