



School District of the City of Pontiac Human Resources Vacancy Announcement

The City of Pontiac School District is an Equal Opportunity/Affirmative Action Employer and adheres to all district policies, rules, and regulations. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program, activity, or employment on the basis of race, color, religion, national origin, sex, age, or disability. The district complies with all applicable federal and state laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Michigan Department of Education policies and regulations prohibiting discrimination. For inquiries regarding non-discrimination policies under Title II, Title VI, or Title IX, contact 248-451-6802. For questions related to Section 504, contact 248-451-6825. Complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.

JOB TITLE:	Elementary Teacher Assistant (Gen Ed)
POSITION DESCRIPTION:	The elementary teacher assistant, under the direction of the lead teacher, must provide instructional assistance to all students addressing language, reading, math, physical needs and vocational skills.
TITLE REPORTS TO:	Building Principal
COMPENSATION:	Per PPIA Agreement
LOCATION:	Alcott Elementary School
LENGTH OF CONTRACT:	185 Days
START DATE:	Upon Hire
FLSA STATUS:	Non-Exempt
DATE OF POSTING	October 29, 2025
QUALIFICATIONS:	<ul style="list-style-type: none">• Minimum of an Associate's Degree or 60 college credit hours; must present documents prior to interview.
LICENSES, REGISTRATION OR CERTIFICATIONS:	<ul style="list-style-type: none">• Criminal background check• Drug screen required
INTERNAL POSTING URL:	https://www.applitrack.com/oaklandschools/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=14520
APPLICATION PROCESS:	Online Employment Application Open Positions

ESSENTIAL DUTIES AND
RESPONSIBILITIES:

- Support designated programs in cooperation with lead teacher
- Maintain daily/weekly records on student progress and assist in keeping objectives updated
- Counsel with lead teacher before sending communications home or elsewhere and inform the lead teacher of notes or phone calls received regarding his/her students
- Prepare schedules and materials for week's activities as required by lead teacher
- Participate in parent conferences as needed and assist in preparing and coordinating progress reports
- Be responsible for the well-being and safety of those students assigned to his/her care and take care of their bodily needs as required
- Work with supportive personnel in carrying out special program requirements
- Supervise classroom volunteers
- Prepare documents/correspondence as requested by the administrator
- Assist all clients in a knowledgeable, cooperative, courteous, and professional manner responding quickly to their needs
- Handle emergency situations and, when appropriate, assigns/contacts appropriate personnel
- Assist ill/injured students by taking appropriate action in a timely manner
- Respond to urgent situations in a calm, deliberate and informed manner consistent with policies and procedures
- Process and complete student/employee accident forms within 24 hours
- Assist with preparation of instruction by (i.e. testing students, grading papers, record keeping, doing inventory, taking attendance and attendance contracts)
- Assist with the arrival and dismissal of students
- Attend MET's, IEP's, and school staff meetings, as requested
- Participate in educational and professional committees

PHYSICAL ACTIVITIES &
REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee is frequently required to use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision ability required by this job includes close vision, distance vision, peripheral vision and ability to adjust focus.

Job Posting Approved by: Ashley Smith, Interim Assistant Superintendent of Human Resources
Approval Date: 10/29/2025