



## 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.

<b>JOB TITLE:</b>	<b>Building Helper (Part-Time)</b>
POSITION DESCRIPTION:	The Building Helper will assist building staff with supervision of students during lunch, recess and other related tasks.
TITLE REPORTS TO:	Building Principal
COMPENSATION:	Per Non-Union Salary Table
LOCATION:	Multiple Locations
LENGTH OF CONTRACT:	185 Days
START DATE:	Upon Hire
FLSA STATUS:	Non-Exempt
DATE OF POSTING	March 2, 2026
QUALIFICATIONS:	<ul style="list-style-type: none"> <li>● High school graduate or equivalent</li> </ul>
LICENSES, REGISTRATION OR CERTIFICATIONS:	<ul style="list-style-type: none"> <li>● Criminal background check</li> <li>● Drug screen</li> </ul>
INTERNAL POSTING URL:	<a href="https://www.applitrack.com/oaklandschools/onlineapp/JobPostings/view.asp?FromAdmin=true&amp;AppliTrackJobId=15504">https://www.applitrack.com/oaklandschools/onlineapp/JobPostings/view.asp?FromAdmin=true&amp;AppliTrackJobId=15504</a>
APPLICATION PROCESS:	<a href="#">Online Employment Application   Open Positions</a>
QUALIFICATIONS, ESSENTIAL DUTIES, & RESPONSIBILITIES:	<ul style="list-style-type: none"> <li>● Assist in the monitoring of building entrances, exits, parking areas and school grounds.</li> <li>● Supervise students in the cafeteria during lunch period.</li> <li>● Assist with bus supervision before and after school.</li> <li>● Assist with supervising student activities.</li> <li>● Aid staff in the supervision of lavatories during class changes and class time.</li> <li>● Collect attendance sheets from classrooms.</li> <li>● Assist in the distribution of lunches to students in accordance with guidelines established by the Food Service Department.</li> <li>● Assist the Secretary in minor and routine clerical tasks, as requested.</li> </ul>

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.

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Job Posting Approved by: Ashley Smith, Interim Assistant Superintendent of Human Resources  
Approval Date: 3/2/2026