

Riverside Local School District
Job Postings/Vacancies
2023 – 2024 School Year

Date: Updated September 15, 2023

Title: **(2) Teacher Assistants / Classroom Assistants – Riverview Elementary**
Monday through Friday; 7 hours per day; 8:30 AM – 4:00 PM
*** Educational Aide Permit will be required – [learn more here](#)**

Responsibilities
and Skills
Required:

Please refer to attached Job Description

Reports to: Building Principal

Terms of
Employment:

Initial contract one year; additional employment in compliance with Article XVII of the negotiated agreement between the Riverside Local Board of Education and O.A.P.S.E. LOCAL #374 and O.R.C. Section 3319.081 (A).

Funding: General Funding, Teacher Assistant Minimum \$12.23 – Step 0.

Limitations: As listed in the Riverside Local School District Policy Section 4120, Employment of Non-Teaching Personnel, 4124 Employment Contract, and Articles X, XVII, and XXX of the Agreement between the Riverside Local Board of Education and O.A.P.S.E. Local #374. Please consult relevant negotiated agreement for other applicable limitations.

All requests for consideration by district teachers must be sent to Mrs. Traci Shantery (Traci.Shantery@riversideschools.net) and Mrs. Mallory Aliff (Mallory.Aliff@riversideschools.net) by 4:00 p.m. September 6, 2023.

M. Aliff
9/15/2023
Website update

JOB DESCRIPTION DUTIES AND RESPONSIBILITIES

Position: **Teacher Assistant (Classroom Assistant)**

Evaluated by: **Teacher/Principal or Designee**

Job Goal: To assist the teacher in maintaining the appropriate environment in order that students may learn effectively.

Qualifications:

1. High School diploma or equivalent.
2. Demonstrated interest in children and education.
3. Such alternative qualifications as may be found to be appropriate and acceptable.
4. Possession of or willing to apply for educational aide certificate.

Performance Responsibilities:

1. Meets daily with teachers and/or principals to organize duties and activities, such as duplicating, preparing materials, etc., as directed.
2. Greets children when arriving, assisting them on arrival departure. Render assistance as may be required such as escorting students to and from designated areas.
3. Maintains pupil attendance and other pertinent pupil records and data as directed for each child.
4. Assists in communications between parents and teachers.
5. Conducts reinforcement learning exercises with individual students or small groups, as directed.
6. Assists teacher to maintain neat work and study areas as directed.
7. Assists teacher with supervision of activities as directed.
8. Assists with an Ill or Injured child.
9. Performs other tasks as assigned by the teacher/principal within the scope of the job goal and responsibilities.
10. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
11. Serve as role model for student conduct as responsible citizens and intelligent human beings. Help instill in students the belief in and practice of ethical principles and democratic values.