Riverside Local School District
Job Posting/Vacancy
2023 – 2024 School Year
(Anticipated Resignations)

Date: March 15, 2024

Title: **(3) AM Latchkey Assistants**
(1) Melridge -   shift time 7:00 A.M. – 9:00 A.M.; M - F; Anticipated Resignation
(1) Parkside -   shift time 7:00 A.M. – 9:00 A.M.; M - F; Anticipated Resignation
(1) Riverview - shift time 7:00 A.M. – 9:00 A.M.; M - F; Anticipated Resignation

(1) PM Latchkey Assistant
Melridge - shift time 3:20 P.M. – 5:20 P.M. M - F, effective April 30, 2024
Anticipated Resignation

Reports to: Latchkey Director

Terms of
Employment: Initial contract, one year; additional employment in compliance with O.R.C.
Section 3319.081(A).

Funding: General Fund, Latchkey Assistant $13.39 per hour.

Limitations: As outlined in the Latchkey Program and State Law.

All requests for consideration should be sent to Mrs. Julie Bealko (Julie.Bealko@riversideschools.net)
and Mrs. Mallory Aliff (Mallory.Aliff@riversidelocalschools.net) by 4:00 P.M. on March 22, 2024.

M. Aliff
03/15/2024
3:30 P.M.

This posting is in compliance with O.R.C. Section 4117.08(C).

Job Description
Duties and Responsibilities

Position: Latchkey Assistant
Responsible to: Site Supervisor
Evaluated by: Latchkey Director
**Primary
Function:**

Performance Responsibilities:

1. Work as a team member with Supervisor and other Latchkey staff.

2. Prepare snack.

3. Maintain inventory of snack items and supplies.

4. Share in clean up duties.

5. Handle discipline situations.

6. Interact with children in activities and homework.

7. Maintain positive working relationship with children, parents, and building staff.

8. Participate in staff meetings.

9. Participate in staff development sessions.

10. Assume the role of supervisor when he/she is absent.

11. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

12. Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.