

Riverside Local School District

Job Postings/Vacancies

2024 – 2025 School Year
(Due to Resignation)

Date: January 7, 2025

Title: **Educational Assistant (Teacher/Classroom Assistant) – Melridge Elementary**
Provides general teacher and student support in K-4 classrooms, lunchroom, and recess, as needed
8:30 a.m. – 4:00 p.m.; 7.0 hours per day; Monday through Friday
* **Educational Aide Permit will be required** – [learn more here](#)

Responsibilities and Skills Required:

Please refer to attached Job Description(s):
Lunchroom Assistants and Playground Assistants

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 Fund, Educational Assistant, \$15.00 – 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 should be sent to Mrs. Gretchen Wakim (Gretchen.Wakim@riversideschools.net) and Mrs. Mallory Aliff (Mallory.Aliff@riversideschools.net) by 4:00 p.m. January 13, 2025.

M. Aliff
1/7/2025
8:25 AM

RIVERSIDE LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

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

Evaluated by: **Teacher / Building Principal**

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.

RIVERSIDE LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

Title: LUNCHROOM ASSISTANT

Reports to: Building Principal

Job Objectives: It is the primary function of the lunchroom assistant to monitor and manage the behavior of students while they are in the cafeteria.

Minimum Qualifications:

- High School Diploma
- A record free of criminal violations that would prohibit public school employment.
- Proven record of good attendance at work.
- Ability to lift 30 pounds.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Prepares the cafeteria for lunch. Makes ready and available the appropriate condiments.
- Supervises and assists the students while they are in the cafeteria (according to the lunchroom rules).
- Encourages children to eat, especially to try new menu items.
- Dismisses students at the proper time.
- Prepares a pail of water with sanitizer to have ready to wash tables.
- Washes tables between classes and after the last class.
- Restocks milk in crates when necessary (must be able to lift full milk crates of 30 pounds).
- Mops up any spills and picks up any trash on the floor.
- Directs the children as to when, how, and where to empty trays.
- Brings to the attention of the principal and/or teacher all inappropriate behavior and can use creative ways to get children's attention and cooperation.
- Encourage the use of appropriate table manners.
- Assist with kitchen clean-up as time allows.
- Performs any additional duties assigned by the Kitchen Manager or Director of School Nutrition Services within the scope of the job description.
- Greets and speaks to visitors, students and parents in a pleasant and respectful manner.
- Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
- Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
- Promotes a positive image of the food service department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth activities.
- Strives to develop rapport with students and staff and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Upholds board policies and follows administrative guidelines/procedures.
- Performs other specific job-related duties as directed.
- Provides critical analysis as needed.
- Generates written work-product as needed.
- Reports misconduct or violations of policy or procedure.
- Must not disrupt the proper functioning of your position or department.
- Must not undermine the authority of coworkers, supervisors, or superiors.
- Must maintain close working relationships with coworkers, supervisors, and superiors.
- Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
- Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the

This posting is in compliance with Articles X and XIX of the district's negotiated agreements and O.R.C. Section 4117.08(C).

supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

- The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
- Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Must instill in students the belief in and practice of ethical principles and democratic values.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Carries out prescribed actions efficiently with limited supervision.
- Works cooperatively to support a successful team effort.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves work-related supplies/equipment. Performs activities that require reaching, crouching, kneeling and lifting (must be able to lift 30 pounds).
- Performs repetitive tasks quickly.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Exposure to wet floors, extreme kitchen temperatures (hot and cold), vapors, and odors.
- Exposure to loud noises and equipment vibrations.
- Duties may require operating power equipment and exposure to electrical hazards.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require detailed paperwork.
- Duties may require working under time constraints to meet deadlines.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Riverside Local School District, Board of Education.

**Terms of
Employment:**

The current negotiated agreement adopted by the board of education provides information about compensation.

The Riverside Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

Revised: October 28, 2013

JOB DESCRIPTION DUTIES AND RESPONSIBILITIES

This posting is in compliance with Articles X and XIX of the district's negotiated agreements and O.R.C. Section 4117.08(C).

Position: Playground Assistant

Responsible to: Building Principal

Evaluated by: Building Principal

Primary

Function: To permit a safe and enjoyable indoor or outdoor recess period for students.

Qualifications:

1. High School diploma or equivalent.
2. Physically capable of meeting student needs
3. A reasonable degree of proficiency in people skills
4. Ability to function harmoniously with staff, pupils, and general public

Performance Responsibilities:

1. Report any unsafe playground conditions (equipment, obstructions, etc.)
2. Bring the children out of the lunchroom to the playground, making sure they are properly dressed for the weather.
3. Be vigilant about preventing and/or stopping any unsafe activities by children.
4. Follow appropriate disciplinary measures set by the principal.
5. Make sure equipment is available for organized games such as soccer, basketball, baseball, etc.
6. Act as a referee for some games. Make sure the rules are followed and suggest other games.
7. Report to the principal any abuses by children that endanger others.
8. Report any children that are insubordinate.
9. Walk the playground and observe, talk to, and interact with the children whenever possible.
10. Escort students in an orderly fashion from the playground.
11. Report and document any recess injuries.
12. Assist with other duties assigned by the principal.
13. Make games or activities that are age and/or ability appropriate, both indoors and outdoors.
14. Help with intramural programs as needed.
15. Accept assignments or schedule changes as needed.
16. Attend meetings as appropriate for safety, training, or issues relating to the recess aide position.
17. Provides critical analysis as needed.
18. Generates written work-product as needed.
19. Reports misconduct or violations of policy or procedure.
20. Must not disrupt the proper functioning of your position or department.
21. Must not undermine the authority of coworkers, supervisors, or superiors.
22. Must maintain close working relationships with coworkers, supervisors, and superiors.
23. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
24. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.
25. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
26. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
27. Must instill in students the belief in and practice of ethical principles and democratic values.