

Riverside Local School District

Job Posting/Vacancy
2022 – 2023 School Year
(Due to Resignation)

Date: January 19, 2023

Title: **Latchkey Assistant – AM & PM**
Riverview Elementary
Up to 2.0 hours per shift, Monday through Friday
AM shift time approximately 7:00 – 9:00 AM daily
PM shift time approximately 3:15 – 5:15 PM daily

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 \$13.00 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 January 25, 2023.

M. Aliff
1/18/2023
12:05 PM

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.