

**Riverside Local School District**  
Job Posting/Vacancy  
2021 – 2022 School Year

Date: August 6, 2021

Title: **P.M. Latchkey Assistants – Parkside and Riverview Elementary**  
3<sup>rd</sup> Assistant - Monday through Friday, Up to 2.0 hours per day

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, Starting Hourly Rate \$11.60 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](mailto:Julie.Bealko@riversideschools.net))  
by 4:00 p.m. August 13, 2021.

*C. Schlick*  
*8/6/2021*  
*1:00 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.