

## Riverside Local School District

Job Posting/Vacancy  
2023 – 2024 School Year  
(Due to Resignation)

Date: March 3, 2023

Title: **PM Latchkey Coordinator**  
Parkside Elementary  
2.83 hours per day; Monday through Friday

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 Coordinator \$16.50 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)) and Mrs. Mallory Aliff ([Mallory.Aliff@riversidelocalschools.net](mailto:Mallory.Aliff@riversidelocalschools.net)) by 4:00 P.M. on March 9, 2023.

*M. Aliff*  
*3/3/2023*  
*8:15 AM*

## **Job Description Duties and Responsibilities**

**Position:** Latchkey Coordinators

**Responsible to:** Program Director

**Evaluated by:** Program Director

**Primary Function:**

**Performance Responsibilities:**

1. Plan daily age-appropriate activities.
2. Collect and record payments.
3. Work as a team member with Assistant and other Supervisors.
4. Share in clean up duties.
5. Coordinate Assistant's responsibilities.
6. Handle discipline situations.
7. Interact with children in activities and homework.
8. Communicate clearly and regularly with parents to build a positive working relationship.
9. Build positive working relationship with building staff.
10. Participate in staff meetings.
11. Participate in staff development sessions.
12. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
13. 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.