

Riverside Local School District

Job Postings/Vacancies
2023 – 2024 School Year
(Reposted)

Date: April 10, 2024

Title: **Playground Assistant - Melridge Elementary**
11:10 a.m. – 2:10 p.m.; Monday through Friday

Responsibilities
and Skills
Required:

Please refer to attached Job Description.

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, Playground Assistant Minimum \$12.29 - 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 Mallory Aliff (Mallory.Aliff@riversideschools.net) by 4:00 p.m. by April 16, 2024.

*M. Aliff
4/10/2024
Website Update*

JOB DESCRIPTION DUTIES AND RESPONSIBILITIES

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.