

**Riverside Local School District**  
Job Postings/Vacancies  
2020 – 2021

Date: October 26, 2021

Title: **Teacher Assistant** (Building)  
**\* Educational Aide or Student Monitor Permit will be required**  
Parkside Elementary

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: ARP ESSER III Funding, Teacher Assistant Minimum \$11.00 – 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 by district teachers must be sent to Mrs. Mallory Aliff ([Mallory.Aliff@riversideschools.net](mailto:Mallory.Aliff@riversideschools.net)) by 4:00 p.m. November 1, 2021.

*M. Aliff*  
10/26/2021  
11:40 AM

## DUTIES AND RESPONSIBILITIES

Position: **Teacher Assistant (Building)**

Evaluated by: **Teacher/Principal or Designee**

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.