Educating Excellence!
Riverside Local Schools

Job Postings/Vacancies
2026-2027 School Year

Date: October 23, 2026

Title: **Latchkey Coordinator - AM & PM** - *Due to Retirement*
Riverview Elementary; up to 6 hours per day; Monday through Friday
AM Shift: 6:15 - 9:15 AM & PM Shift: 3:10 - 6:00 PM

Classification: Exempt, Non-Teaching

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, Coordinators, starting at $18.00 per hour, paid by timesheet.

Limitations: As outlined in the Latchkey Program, State Law, and as outlined in District Policy, including but not limited to, the Riverside Local School District Confidential and Exempt Employees Handbook.

Application Instructions: **Internal applicants** - All internal requests for consideration should be sent to Mrs. Julie Bealko and Mrs. Mallory Aliff by 4:00 PM on October 30, 2026.

External applicants submit a Classified and Exempt -Non-Teaching Staff employment application online by 4:00 PM on October 30, 2026.

M. Aliff;
10/23/2026
3:15 PM

This posting is in compliance with Articles X and XIX of the district's negotiated agreements and O.R.C. Section 3319.02.

JOB DESCRIPTION
DUTIES AND RESPONSIBILITIES

Position: Latchkey Coordinator (AM and/or PM shifts)
Employment Status: 180-Day, School Year Contract
Responsible to: Latchkey Director
Evaluated by: Latchkey Director/or Designee

Primary Function: To supervise and ensure the safe, structured, and efficient operation of the Latchkey program so that each participating student experiences maximum positive impact in a supportive and enriching environment outside of regular school hours.

Performance Responsibilities:
1. Plan daily age-appropriate activities.
2. Collect and record payments.
3. Works effectively with Assistants as part of a team environment.
4. Share in clean up duties.
5. Coordinate Assistant's responsibilities to ensure smooth program operations.
6. Responsible for handling discipline issues appropriately and notifying the Director when additional support or intervention is needed.
7. Interact with children in activities and homework.
8. Communicate clearly and regularly with parents to build a positive working relationship.
9. Build a positive working relationship with building staff.
10. Participate in staff development, staff meetings and training to support ongoing professional growth.
11. Provides critical analysis of situations, procedures and program needs to support ongoing improvement.
12. Documents behavior incidents, accidents and other reports on appropriate forms.
13. Accepts assignment or schedule changes as needed.
14. Performs other tasks as assigned by the Director within the scope of the job goal and responsibilities.
15. Be vigilant about preventing and/or stopping any unsafe activities by children.
16. Walk the playground/gym/cafeteria and observe, talk to and interact with the children whenever possible.
17. Keep CPR and First Aid certification up to date.
18. Complete all Public School Work training as assigned.
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.

Board Approved Revisions on 7/23/2026