Educating Excellence!
Riverside Local Schools

Job Postings/Vacancies
2026-2027 School Year

Date: November 11, 2026

Title: **Educational Assistant - Library Assistant** - LaMuth Middle School
Due to Resignation; 7.0 hours per day; 184-Day Classified Staff contract
7:45 AM - 3:15 PM; Monday through Friday

Classification: Classified, Non-Teaching

Qualifications: A valid, Ohio Educational Aide Permit must be obtained by start date

Reports to: Respective Building Principal

Position Goals: To supervise and support students throughout the school environment.
Please refer to attached Job Description(s): Library Assistant

Terms of Employment: Newly hired employees serve a ninety (90) calendar day probationary period. Upon successful completion of the applicable probationary period, employees will be issued an initial limited employment contract. Internal employees who transfer to a new job classification serve a thirty (30) day probationary period. 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, Educational Assistant minimum, $15.91 – 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.

Application Instructions: **Internal applicants** - email requests for consideration to Ms. Kaylee Flynt and Mrs. Mallory Aliff by 4:00 p.m. on November 17, 2026.
External applicants submit the Classified and Exempt - Non-Teaching Staff employment application online for consideration by 4:00 PM on November 17, 2026.

M. Aliff;
11/11/2026; 8:15 AM

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: **Educational Assistant - Library Assistant**
Evaluated by: Respective Building Principal
Job Goal: To assist the teacher in maintaining the appropriate environment in order that students may learn effectively.

Qualifications:

1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Ability to work harmoniously with staff and students.
4. Basic knowledge and use of library systems, computers/Chromebooks, the Google Suite, and willingness to be trained further.
5. A valid, Ohio Educational Aide Permit must be obtained by start date

Performance Responsibilities:

1. Assist students and staff in locating and utilizing reference materials, instructional materials, equipment, and electronic media (including educational apps, and databases).

2. Provide general support and basic troubleshooting for student Chromebooks and other school-issued devices, including login issues, connectivity problems, and minor hardware concerns.

3. Operate the circulation desk, including all attendant details such as checking materials in and out, managing student accounts, and providing user assistance.

4. Prepare and distribute overdue notices; notify administrators of lost or damaged materials and device-related fees.

5. Prepare orders for books, electronic media, supplies, and device accessories.

6. Catalog and process new books, equipment, and digital resources, including database input and any required documentation or labeling.

7. Maintain a current inventory and catalog of books, devices, and digital resources.

8. Perform basic repairs on damaged books, library devices, and media materials; discard or report items when appropriate.

9. Prepare materials for teacher reserves and maintain the reserve collection.

10. Ensure the library/media center remains clean, organized, and visually engaging, including maintaining bulletin boards and displays.

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11. Prepare current periodicals and digital subscriptions for student access.

12. Support and enforce school policies related to student behavior and digital citizenship in the media center.

13. Plan and present library and digital literacy activities or lessons to students and staff.

14. Organize, schedule, and train parent volunteers for library and media support.

15. Attend training sessions in library services, digital tools, and educational technology; implement and perform related duties as trained.

16. Perform other duties as assigned that align with the overall scope of responsibilities in support of the library/media center.

17. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

18. Provides critical analysis as needed.

19. Generates written work-product as needed.

20. Reports misconduct or violations of policy or procedure.

21. Must not disrupt the proper functioning of your position or department.

22. Must not undermine the authority of coworkers, supervisors, or superiors.

23. Must maintain close working relationships with coworkers, supervisors, and superiors.

24. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.

25. 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.

26. Must instill in students the belief in and practice of ethical principles and democratic values.

27. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Revised: 7/18/20205

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