Educating Excellence!
Riverside Local Schools

Job Postings/Vacancies
2026-2027 School Year

Date: November 20, 2026

Title: **Special Needs Assistant** - *Anticipated Transfer*
Parkside Elementary; Monday - Friday; 8:30 AM - 4:00 PM

Classification: Classified, Non-Teaching

Qualifications: A valid, Ohio Educational Aide Permit must be obtained prior to employment starting.

Reports to: Respective Building Principal

Terms of Employment: Limited, substitute contract for the remainder of the 2026-2027 school 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, Special Needs Assistant, $17.25 per hour.

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 Mr. Tim St. Clair and Mrs. Mallory Aliff by 4:00 pm on December 1, 2026.
External applicants submit a Classified and Exempt -Non-Teaching Staff employment application online by 4:00 pm on December 1, 2026

M. Aliff
11/20/2026
8:55 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: Special Needs Assistant
Responsible to: Teacher / Building Principal
Evaluated by: Building Principal

Primary Function: To assist the teacher with inclusion of the special needs student in the regular education classroom.

Qualifications:

1. High School diploma or equivalent
2. Demonstrated interest in children and education
3. Alternative qualifications as may be found to be appropriate and acceptable
4. Possession of educational aide certificate
5. Advanced training certificate required for Behavioral Unit assignments

Performance Responsibilities:

1. Meet daily with teachers to organize duties and activities for the special needs child including making a daily schedule.
2. Greet child at the bus in the morning and escort him to the bus in the afternoon. Render assistance with boots, shoes, coat, and book bag as required.
3. Collect pertinent data as required by the IEP under the direction of the teacher.
4. Assist in communicating between parents and teachers/therapists under the direction of the teacher.
5. Conduct reinforcement and learning exercises with special needs child as directed by the teacher/therapists.
6. Assist teacher to maintain neat work and study area of special needs child as directed.
7. Assist teacher with supervision of activities with special needs child as directed.
8. Perform other tasks as assigned by the teacher/principal within the scope of the job goal and responsibilities.
9. Attend and participate in planning and IEP meetings.
10. Escort the special needs child around the building.
11. Assist with toileting needs if necessary.
12. Accompany child to art, music, gym, library, and computer classes.
13. Provide a sensory diet for the special needs child under the direction of the teacher/occupational therapist.
14. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
15. Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
16. Provides critical analysis as needed.
17. Generates written work-product as needed.
18. Reports misconduct or violations of policy or procedure.
19. Must not disrupt the proper functioning of your position or department.
20. Must not undermine the authority of coworkers, supervisors, or superiors.
21. Must maintain close working relationships with coworkers, supervisors, and superiors.

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22. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
23. 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.
24. 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.
25. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
26. Must instill in students the belief in and practice of ethical principles and democratic values.

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