Educating Excellence!
Riverside Local Schools

Job Postings/Vacancies
2026-2027 School Year

Date: November 12, 2026
Updated from November 11, 2026

Title: **(3) Latchkey Assistants –** *Due to Resignations*
Monday through Friday, up to 2.0 hours per shift
AM Shift: approximately, 7:00 AM - 9:00 AM
PM Shift: approximately, 3:30 PM - 5:30 PM

(2) Parkside Elementary - AM & PM Latchkey Assistants
(1) Riverview Elementary - AM Latchkey Assistant

Classification: Exempt, Non-Teaching

Reports to: Latchkey Director / Latchkey Coordinator

Terms of Employment: Initial contract, one year; additional employment in compliance with O.R.C. Section 3319.081(A).

Funding: Latchkey Fund, Latchkey Assistant minimum per hour $16.00, Step 0.

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

Application Instructions: **Internal applicants** - email requests for consideration to Mrs. Julie Bealko and Mrs. Mallory Aliff by 4:00 PM 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;
11/12/2026
9:45 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: Latchkey Assistant
Responsible to: Latchkey Coordinator / Latchkey Director
Evaluated by: Latchkey Director
Primary Function: To 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. Work as a team member with Coordinator and other Latchkey staff.
2. Prepare and clean up the snack area in an organized and sanitary manner.
3. Maintain inventory of snack items and supplies.
4. Responsible for ordering snacks on a scheduled basis.
5. Share in clean up duties.
6. Notifies Coordinator of student discipline issues.
7. Interact with children in activities and homework.
8. Maintain a positive working relationship with children, parents, and building staff.
9. Participate in staff development, staff meetings and training to support ongoing professional growth.
10. Documents behavior incidents, accidents and other reports on appropriate forms.
11. Assume the role of supervisor when he/she is absent.
12. Provides critical analysis of situations, procedures and program needs to support ongoing improvement.
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 unsafe activities by children.
16. Walk the playground, gym and cafeteria and observe, talk to and interact with children whenever possible.
17. Keep CPR and First Aid certifications up to date.
18. Complete all Public School Works 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.

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

Position Update BOE-approved 6/23/2026

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Position Update BOE-approved 6/23/2026