Educating Excellence!
Riverside Local Schools

Job Postings/Vacancies
2026-2027 School Year

Date: **November 11, 2026**

Title: **(2) Educational Assistants** - Part-Time
Mid-day shifts; Monday through Friday
(1) Riverview Elementary - 10:45 AM - 2:00 PM - *Due to Resignation*
(1) LaMuth Middle School - 10:00 AM -1:30 PM - *Reposted from August*

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.
See attached position descriptions Lunchroom and Playground Assistants.

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 Mrs. Mallory Aliff by 4:00 PM on November 17, 2026.
External applicants submit a Classified and Exempt - Non-Teaching Staff employment application online by 4:00 PM on November 17, 2026.

M. Aliff - 11/11/2026 - 9:00 A.M.

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

Title: **EDUCATIONAL ASSISTANT - LUNCHROOM ASSISTANT**

Reports to: Building Principal

Job Objectives: It is the primary function of the lunchroom assistant to monitor and manage the behavior of students while they are in the cafeteria.

Minimum Qualifications: High School Diploma
A record free of criminal violations that would prohibit public school employment.
Proven record of good attendance at work.
Ability to lift 30 pounds.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

1. Prepares the cafeteria for lunch.
2. Makes ready and available the appropriate condiments.
3. Supervises and assists the students while they are in the cafeteria (according to the lunchroom rules).
4. Encourages children to eat, especially to try new menu items.
5. Dismisses students at the proper time.
6. Prepares a pail of water with sanitizer to have ready to wash tables.
7. Washes tables between classes and after the last class.
8. Restocks milk in crates when necessary (must be able to lift full milk crates of 30 pounds).
9. Mops up any spills and picks up any trash on the floor.
10. Directs the children as to when, how, and where to empty trays.
11. Brings to the attention of the principal and/or teacher all inappropriate behavior and can use creative ways to get children's attention and cooperation.
12. Encourage the use of appropriate table manners.
13. Greets and speaks to visitors, students and parents in a pleasant and respectful manner.
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. Wears appropriate work attire and maintains a neat appearance.
17. Respects personal privacy.
18. Maintains the confidentiality of privileged information.
19. Takes precautions to ensure safety.
20. Watches for conduct and situations that may indicate a problem. Reports suspected child abuse and/or neglect to civil authorities as required by law.
21. Participates in staff meetings and professional growth activities.
22. Upholds board policies and follows administrative guidelines/procedures.
23. Performs other specific job-related duties as directed.
24. Provides critical analysis as needed.
25. Generates written work-product as needed.
26. Reports misconduct or violations of policy or procedure.
27. Must not disrupt the proper functioning of your position or department.

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28. Must not undermine the authority of coworkers, supervisors, or superiors.
29. Must maintain close working relationships with coworkers, supervisors, and superiors.
30. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
31. 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.
32. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse
33. in the workplace throughout his/her employment in the Riverside Local School District.
34. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
35. Must instill in students the belief in and practice of ethical principles and democratic values.

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JOB DESCRIPTION
DUTIES AND RESPONSIBILITIES

Position: **EDUCATIONAL ASSISTANT - PLAYGROUND ASSISTANT**

Responsible to: Building Principal

Evaluated by: Building Principal

Primary Function: To permit a safe and enjoyable indoor or outdoor recess period for students.

Qualifications:

1. High School diploma or equivalent.
2. Physically capable of meeting student needs
3. A reasonable degree of proficiency in people skills
4. Ability to function harmoniously with staff, pupils, and general public

Performance Responsibilities:

1. Report any unsafe playground conditions (equipment, obstructions, etc.)
2. Bring the children out of the lunchroom to the playground, making sure they are properly dressed for the weather.
3. Be vigilant about preventing and/or stopping any unsafe activities by children.
4. Follow appropriate disciplinary measures set by the principal.
5. Make sure equipment is available for organized games such as soccer, basketball, baseball, etc.
6. Act as a referee for some games. Make sure the rules are followed and suggest other games.
7. Report to the principal any abuses by children that endanger others.
8. Report any children that are insubordinate.
9. Walk the playground and observe, talk to, and interact with the children whenever possible.
10. Escort students in an orderly fashion from the playground.
11. Report and document any recess injuries.
12. Assist with other duties assigned by the principal.
13. Make games or activities that are age and/or ability appropriate, both indoors and outdoors.
14. Help with intramural programs as needed.
15. Accept assignments or schedule changes as needed.
16. Attend meetings as appropriate for safety, training, or issues relating to the recess aide position.
17. Provides critical analysis as needed.
18. Generates written work-product as needed.
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.
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