

Riverside Local School District

Job Posting/Vacancy

2025 – 2026 School Year Due to Transfers and Anticipated Resignations

Date: May 28, 2025

Title: **Latchkey Assistants – AM & PM Shifts**
Monday through Friday, up to 2.0 hours per shift
Locations: Melridge, Parkside, Riverview

AM shift approximately: 7:00 – 9:00 AM
PM shift, approximately 3:15 - 5:15 PM

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, Latchkey Assistant \$15.50 per hour (2024/2025 rate)

Limitations: As outlined in the Latchkey Program and State Law.

All requests for consideration should be sent to Mrs. Julie Bealko (Julie.Bealko@riversideschools.net) and Mrs. Mallory Aliff (Mallory.Aliff@riversidelocalschools.net) by June 3, 2025.

M. Aliff
5/28/2025
11:15 AM

Job Description Duties and Responsibilities

Position: Latchkey Assistant
Responsible to: Site Supervisor
Evaluated by: Latchkey Director
**Primary
Function:**

Performance Responsibilities:

1. Work as a team member with Supervisor and other Latchkey staff.
2. Prepare snack.
3. Maintain inventory of snack items and supplies.
4. Share in clean up duties.
5. Handle discipline situations.
6. Interact with children in activities and homework.
7. Maintain positive working relationship with children, parents, and building staff.
8. Participate in staff meetings.
9. Participate in staff development sessions.
10. Assume the role of supervisor when he/she is absent.
11. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
12. Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.