

Salem City Schools

Duty Aide Position for Elementary School

Posting Date: April 10, 2026
Posting Deadline: Until Position is Filled
District: Salem City Schools
Position: One (1) five (5) hour Duty Aide position at a
Elementary School

This position may include, but is not limited to, lunch and recess duties.

**Work hours are 7:55am - 9:25 am, 11:00 am - 1:30 pm and 3:00pm - 4:00 pm
when school is in session.**

Please note the requirements of this position:

The Aide shall be able bodied, possess good decision-making skills, be able to work with supervisors and other personnel, and possess a high school diploma. Must exhibit good health, high moral character, and have an excellent attendance record.

1. Interact in a positive manner with staff, students, and parents.
2. Supervise children in all areas of the building and grounds, ensuring safety of all students.
3. Assist with lunchroom and recess duties including restroom breaks.
4. Promote good social relationships between children.
5. Administer first aid to children as necessary with occasional exposure to blood, body fluids and tissue.
6. Maintain respect at all times for confidential information, e.g., free and reduced lunch students.
7. Perform other duties as assigned by the building principal.
8. Be flexible in allowing for changing work conditions as the job necessitates.
9. Follow Board Policy, Administrative Guidelines, and the Negotiated Agreement for the operation of the position.

Starting Date: 2026-2027 School Year

Interested applicants should send a letter of interest, resume, and credentials to:

Attn: Terri Roberts, Administrative Assistant

School District Salem City Schools

Address 1226 East State Street

Address Salem, OH 44460

Phone: 330-332-0316

Fax: 330-332-8936

Email: robertst@salem.k12.oh.us

Applications can be found on our website at <https://salemquakers.k12.oh.us/>