

PLEASE POST

TO: Salem High School, Salem Junior High School, Buckeye School, Reilly School, Southeast School, Bus Garage, Cafeteria Area of each building, Custodial Room of each building, Maintenance Department, Office of the Treasurer, OAPSE #215 President, and Office of the Superintendent

FROM: Office of the Superintendent

DATE: September 25, 2026

POSITION: Classified staff position

The following position is now available:

A two (2) hour Duty Aide position tentatively at Reilly Elementary School

**This position may include, but is not limited to, lunch and recess duties.
Work hours are 11:15 am - 1:15 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.

The deadline for this position is 3:00 PM on Friday, October 2, 2026

Please contact the Superintendent's Office if you have any questions.

Letters of interest can be emailed to Terri Roberts at robertst@saalem.k12.oh.us
or dropped off at the Superintendent's Office.