



Springfield

LOCAL SCHOOL
DISTRICT

BOARD OF
EDUCATION

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Dustin Boswell
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Director of Academics
and Human Resources

October 9, 2023

Mrs. Linda Cooper
OAPSE #179

Re: **POSTING**

The following position is now open:

EDUCATIONAL ASSISTANT – SCHROP INTERMEDIATE SCHOOL

Lunch Time/Playground Monitor – 2 hours

Approximate time – 11:00am – 1:00pm

\$11.95 - \$12.26 per hour

Those interested in this position should apply in writing or email (sp_boswell@springfieldspartans.org) to Dustin Boswell. This posting will remain open until filled. Please obtain a signed receipt copy of your letter. For emails, a response will be sent.

Sincerely,

Shelley Monachino
Superintendent

SPRINGFIELD LOCAL SCHOOLS
JOB DESCRIPTION

TITLE: Educational Assistant / Playground / Cafeteria Aide

QUALIFICATIONS: 1. High School diploma or equivalent necessary
2. Demonstrated ability to maintain positive inter-personal relationships with students, staff and parents.
3. Ability to maintain confidentiality regarding students, and other staff.

REPORTS TO: Building Principal

JOB GOAL: To enable students, through meaningful playground leadership, to enjoy the group interaction and physical exercise which are an integral part of the district educational program.

PERFORMANCE RESPONSIBILITIES:

1. Supervise children and maintain order in the hallways, cafeteria, classrooms during indoor recess and especially on the playground.
2. Monitor conduct of students on the playground and maintain discipline and safety of all students.
3. Demonstrate firmness, fairness and consistency in working with all students.
4. Enforce all school and playground rules in a consistent, fair manner.
5. Supervise playground equipment to prevent congestion or unsafe conditions.
6. Maintain continuous movement around the playground to prevent problems.
7. Report any playground information or injuries to the building principal.
8. Other duties, as assigned by building principal.

TERMS OF EMPLOYMENT: Ten month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____