

Fairborn City Schools

306 E. Whittier Avenue

Fairborn, Ohio 45324

(937) 878-3961

(937) 879-8180 FAX

JOB OPENING – Re-post

DATE: June 6, 2017

POSITION: Noon Duty Assistant

LOCATION: Fairborn Intermediate School

SALARY: Starting Pay: \$10.72 per hour/2.5 hours per day

DEADLINE: Until filled

QUALIFICATIONS:

1. Must like children.
2. Must have good communications skills.
3. Must learn the use of office equipment.
4. Available each day.
5. Meet the qualification and/or criteria set by the State of Ohio Department Of Education to obtain an educational aide permit (ORC 3319.088).

Applications will be reviewed and interviews may be limited. Skill performance may be tested.

CONTACT: Ed Gibbons
Director of Business Affairs and Classified Personnel
egibbons@fairborn.k12.oh.us

PROCEDURE FOR APPLICATION:

Applicants (if an employee of the school district) desiring consideration for this position may apply by sending a letter to Ed Gibbons, Director of Business Affairs/Classified Personnel, Board of Education, within five (5) working days.

If not an employee of the school district, applicants must complete the application form available from the Business Office and three (3) letters of reference/recommendation with the address and phone number of the person making the reference/recommendation must be attached to the application.