

Fairborn City Schools
306 E Whittier Avenue
Fairborn, OH 45324
(937)878-3961
(937)879-8180

JOB OPENING

DATE: August 9, 2018

POSITION: Attendance Officer/Impact Aid Assistant - 10 month position
8 hours per day
Exempt Position

LOCATION: Central Office

SALARY RANGE: \$10.99 to \$17.17 per hour

DUE DATE: August 15, 2018

FUNCTIONS AND QUALIFICATIONS:

- Possess effective office organizational and planning skills
- Have a work record of punctuality, regular attendance, good interpersonal relation skills, and effective job performance
- Must have a high school diploma
- Input and monitoring of attendance data in State Software
- Must be able to assist in monitoring HB410 requirements
- Coordinates pupil accounting procedures for Federal Impact Aid
- Perform other duties as assigned by the Superintendent/Designee

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

CONTACT: Jeff Patrick, Director of Business Affairs & Classified Personnel
jepatrick@fairborn.k12.oh.us
937-878-3961 Ext 1116

Applicants (if an employee of the school district) desiring consideration for this position may apply by sending a letter to Jeff Patrick, 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, or apply online at the Dayton Area Consortium. <https://www.applitrack.com/dayton/onlineapp/>