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

JOB OPENING

DATE: July 26, 2017

POSITION: Building Technology/Computer Lab Assistant – 6 positions
ONE YEAR ONLY

LOCATION: 2 Positions at Fairborn Intermediate School, 4 Positions at Fairborn Primary School.

SALARY: $12.18/hour, 3.5 hours per day

DEADLINE: **Until filled**

QUALIFICATIONS:

1. Enthusiasm for technology.
2. Good health, high moral character and good attendance record.
3. Thoroughness and eye for detail.
4. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
5. Ability to provide troubleshooting skills including but not limited to hardware, software, and networking.
6. Knowledge of Microsoft Office products, computer hardware and troubleshooting skills.
7. Basic knowledge of computer networking.
8. Assists students in using media/technology resources and computer based learning programs.
9. Provides supervision of students while working in media/lab situation or on computer related projects.
10. Meet the qualifications 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.

PROCEDURE FOR APPLICATION:

Applicants (if an employee of the school district) desiring consideration for this position may apply by sending a letter to Sue Brackenhoff (sbrackenhoff@fairborn.k12.oh.us), Curriculum Director, 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.