

**Fairborn City Schools**

306 E. Whittier Avenue

Fairborn, Ohio 45324

(937) 878-3961

(937) 879-8180

**JOB OPENING**

**DATE:** June 5, 2017

**POSITION:** ISS Assistant

**LOCATION:** Baker Middle School

**SALARY:** Hours/Starting Pay: 7 hours per day, \$10.72 per hour

**DEADLINE:** Until filled

**QUALIFICATIONS:**

1. Must hold a minimum of a high school diploma.
2. Ability to communicate and work with students and parents.
3. Must learn the use of office equipment.
4. Assist Principal in identifying attendance or tardiness problems of ISS students.
5. Maintain respect at all times for confidential information.
6. Interact in a positive manner with staff, students and parents.
7. Monitor students in ISS.
8. 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.

**CONTACT:**

Applicants (if an employee of the school district) desiring consideration for this position may apply by sending a letter to **Ed Gibbons (egibbons@fairborn.k12.oh.us), Director of Business Affairs/Classified Personnel, at 306 E. Whittier Avenue, Fairborn, Ohio 45324,** 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 submit three (3) letters of reference/recommendation with the address and phone number of the person making the reference/recommendation attached to the application.