

**Fairborn City Schools**

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

**JOB OPENING**

**DATE:** March 24, 2017  
**POSITION:** Special Education Assistant  
Must be HQ  
**LOCATION:** Fairborn Primary School  
**SALARY:** Starting Pay: \$11.10 per hour 7 hours per day  
**DEADLINE:** March 30, 2017

**QUALIFICATIONS:**

1. Ability to communicate and work with handicapped students.
2. Ensure safety of students.
3. Assist in necessary physical care for maintenance of health and welfare of students.
4. Maintain respect at all times for confidential information.
5. Ability to work effectively with others.
6. Ability to communicate ideas and directive clearly and effectively both orally and in writing.
7. Perform other duties as assigned by the Superintendent/Designee.
8. Must hold a minimum of a high school diploma.
9. Meet the qualifications and/or criteria set by the State of Ohio Department of Education to obtain an educational aide permit.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional interaction among unruly children.
2. Occasional exposure to blood, bodily fluids and tissue.
3. The supervisor shall authorize re-numeration, if the position does not allow for a duty-free lunch.

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

**CONTACT:** Ed Gibbons  
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.