

Fairborn City Schools

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

JOB OPENING – Re-Post

DATE: October 3, 2019

POSITION: Noon Duty Assistant – 3 positions available

LOCATION: Baker Middle School – 2 positions
Schedule: 10:00 am – 12:30 pm
Fairborn High School – 1 position
Schedule: 10:30 am – 1:00 pm

SALARY: Starting Pay: \$11.21 per hour, 2.5 hours per day

APPLICATION 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: **Amy Gayheart**
agayheart@fairborn.k12.oh.us
937-878-3961 Ext 1119

Applicants (if an employee of the school district) desiring consideration for this position may apply by sending a letter of interest, stating the position, to **Amy Gayheart** (agayheart@fairborn.k12.oh.us), **Director of Classified Human Resources/Educational Services, at 306 E. Whittier Avenue, Fairborn, Ohio 45324**, within five (5) working days, or fill out application on the Dayton Area School Consortium website.

If not an employee of the school district, applicants must complete the application at the Dayton Area School Consortium at <https://www.applitrack.com/dayton/onlineapp/> or complete a 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.