

**Fairborn City Schools**

306 E. Whittier Avenue

Fairborn, Ohio 45324

(937) 878-3961

(937) 879-8180 FAX

**JOB OPENING – RE-POST**

**DATE:** December 10, 2018

**POSITION:** Noon Duty Assistant

**LOCATION:** Fairborn Intermediate School

**SALARY:** Starting Pay: \$10.72 per hour/2.5 hours per day  
Schedule is: 11:00 am – 1:30 pm

**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:** Jeff Patrick  
Director of Business Affairs and Classified Personnel  
jepatrick@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 Mr. Jeff Patrick (jepatrick@fairborn.k12.oh.us), Director of Business Affairs and Classified Personnel, at 306 E. Whittier Avenue, Fairborn, Ohio 45324, within five (5) working days.

If not an employee of the district, applications must complete the application process at the Dayton Area School Employment Consortium at <https://www.applitrack.com/dayton/onlineapp/> or fill out the classified application form, available on our website, [www.fairborn.k12.oh.us](http://www.fairborn.k12.oh.us), or from the Business Office and submit three (3) letters of reference with the address and phone number of the person making the recommendation/reference.