

Fairborn City Schools

October 12, 2021

JOB OPENING

POSITION: Central Registration Administrative Assistant - 12 month position
8 hours per day
Exempt Position

LOCATION: Central Office

SALARY RANGE: \$19.07 – \$34.94

APPLICATION

DEADLINE: October 18, 2021

FUNCTIONS AND QUALIFICATIONS:

- Possess effective office organizational and planning skills
- Have a work record of punctuality, regular attendance, good interpersonal relation skills, and effective job performance
- Must have a high school diploma
- Coordinate registration and withdraws of all current/new students in the district
- Maintain respect at all times for confidential information e.g., reporting in special education programs, financial information, student grade, student medical information, and personnel files.
- Must be a Notary, or be able to become a Notary
- Perform other duties as assigned by the Superintendent/Designee

CONTACT: Amy Gayheart, Director of Classified Human Resources/Educational Services

agayheart@fairborn.k12.oh.us

937-878-3961, Ext 1119

PROCEDURE FOR APPLICATION:

Applicants must complete the application at the Dayton Area School Consortium at:
<https://www.applitrack.com/dayton/onlineapp/>

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