

Fairborn City Schools

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

JOB OPENING

DATE: September 29, 2023

POSITION: Computer Lab Assistant –1 PM position

LOCATION: Fairborn Primary School

SALARY: \$15.78/hour, 3.5 hours per day

WORK SCHEDULE: Monday through Friday – 12:30 pm – 4:00 pm

DEADLINE: October 6, 2023

QUALIFICATIONS:

1. Enthusiasm for technology.
2. Good health, high moral character and good attendance record.
3. Thoroughness and eye for detail.
4. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
5. Ability to provide troubleshooting skills including but not limited to hardware, software, and networking.
6. Knowledge of Microsoft Office products, computer hardware and troubleshooting skills.
7. Basic knowledge of computer networking.
8. Assists students in using media/technology resources and computer based learning programs.
9. Provides supervision of students while working in media/lab situation or on computer related projects.
10. Meet the qualifications 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, Assistant Superintendent

agayheart@fairborn.k12.oh.us

937-878-3961, Ext 1119

APPLICATION PROCEDURE:

Applicants must complete the application at the Dayton Area School Consortium at:

<https://www.applitrack.com/dayton/onlineapp/>