

**Fairborn City Schools**

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

**JOB OPENING**

**DATE:** December 12, 2018  
**POSITION:** ISS Assistant  
**LOCATION:** Fairborn High School  
**SALARY:** Hours/Starting Pay: 7 hours per day, \$10.99 per hour  
Work schedule: 7:00 am – 2:30 pm, Monday – Friday  
**DEADLINE:** December 18, 2018

**QUALIFICATIONS:**

1. Must hold a minimum of a high school diploma.
2. Ability to communicate and work with students and parents.
3. Must learn the use of office equipment.
4. Assist Principal in identifying attendance or tardiness problems of ISS students.
5. Maintain respect at all times for confidential information.
6. Interact in a positive manner with staff, students and parents.
7. Monitor students in ISS.
8. 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.

**CONTACT:**

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.