

**Fairborn City Schools**

306 E. Whittier Avenue

Fairborn OH 45324

(937)878-3961

(937)879-8180 (FAX)

**JOB OPENING**

**DATE:** May 29, 2020

**POSITION:** Part-time Preschool Assistant  
1 - 3 hour, PM position (Schedule: 12:40 pm – 3:40 pm)

**LOCATION:** Fairborn Primary School

**SALARY:** Starting Pay: \$12.25 per hour/3 hours per day, Monday through Thursday  
Starting the 2020-2021 school year

**APPLICATION DEADLINE:** June 5, 2020

**QUALIFICATIONS:**

1. Ability to communicate and work with disabled students.
2. Must be HQ.
3. Must hold a minimum of a high school diploma.
4. Assist students with classwork.
5. Assist teacher in planning and implementing daily schedule.
6. Physically capable to do student transfers as necessary to maintain the care of students in the classroom.
7. Meet the specific State and Federal Guidelines, associated with Preschool.
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. Skill performance may be tested.

**CONTACT:** Amy Gayheart, Director of Classified HR/Educational Services  
[agayheart@fairborn.k12.oh.us](mailto:agayheart@fairborn.k12.oh.us)  
937-878-3961, Ext 1119

**PROCEDURE FOR APPLICATION:**

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 form available from the Human Resources Office and submit three (3) letters of reference/recommendation with the address and phone number of the person making the reference/recommendation attached to the application.