

**Fairborn City Schools**

306 E. Whittier Avenue

Fairborn, Ohio 45324

(937) 878-3961

(937) 879-8180 FAX

**JOB OPENING – Long Term Sub Position**

**DATE:** January 10, 2019  
**POSITION:** Special Education Assistant  
Must be HQ  
**LOCATION:** Fairborn Primary School  
**SALARY:** Starting Pay: \$11.71 per hour 7 hours per day  
Work schedule: 8:00 am – 3:30 pm  
**DEADLINE:** Until Filled

**QUALIFICATIONS:**

1. Ability to communicate and work with handicapped students.
2. Ensure safety of students.
3. Assist in necessary physical care for maintenance of health and welfare of students.
4. Maintain respect at all times for confidential information.
5. Ability to work effectively with others.
6. Ability to communicate ideas and directive clearly and effectively both orally and in writing.
7. Perform other duties as assigned by the Superintendent/Designee.
8. Must hold a minimum of a high school diploma.
9. Meet the qualifications and/or criteria set by the State of Ohio Department of Education to obtain an educational aide permit.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional interaction among unruly children.
2. Occasional exposure to blood, bodily fluids and tissue.
3. The supervisor shall authorize re-numeration, if the position does not allow for a duty-free lunch.

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

**CONTACT:** Jeff Patrick, Director of Business Affairs & 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 Jeff Patrick, Director of Business Affairs/Classified Personnel, Board of Education, within five (5) working days.

If not an employee of the school district, applicants must complete the application at the Dayton Area School Consortium at <https://www.applitrack.com/dayton/onlineapp/> or complete a form available from the Business Office and three (3) letters of reference/recommendation with the address and phone number of the person making the reference/recommendation must be attached to the application.