

Fairborn City Schools

306 E. Whittier Avenue

Fairborn, Ohio 45324

(937) 878-3961

(937) 879-8180 FAX

JOB OPENING

DATE: May 29, 2020
POSITION: Special Education Assistant – 2 positions available
Must be HQ
LOCATION: Fairborn Primary School
SALARY: Starting Pay: \$12.25 per hour 7 hours per day
Work schedule: 8:10 am – 3:40 pm
DEADLINE: June 5, 2020

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: Amy Gayheart, Director of Classified Human Resources/Educational Services
agayheart@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 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 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.