

Fairborn City Schools
306 E Whittier Avenue
Fairborn, OH 45324
(937)878-3961
(937)879-8180

JOB OPENING

DATE: February 28, 2023

POSITION: Special Ed Secretary - 12 months - Repost
(8 hours per day, 261 days)
Schedule: Monday – Friday, 7:30 am – 4:30 pm

LOCATION: Central Office

SALARY RANGE: \$19.31 to \$27.27 per hour

DUE DATE: Until Filled

FUNCTIONS AND QUALIFICATIONS:

- Responsible for correspondence, telephone and purchase orders
- Gather information and maintain records for students considered for special placements.
- Maintain up-to-date placement records for all students identified for a disability. There are 15 disability codes.
- Maintain current information on contacting support agencies in the area.
- Work closely with Attendance Officer or other authorized personnel in their legitimate needs to renew records.
- Work with Progress Book and DASL.
- Enter data in EMIS and Same Goal Special Ed Program.
- Run reports from Same Goal and DASL.

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

PROCEDURE FOR APPLICATION:

All applicants must complete the application at the Dayton Area School Consortium at:
<https://www.applitrack.com/dayton/onlineapp/>