

Fairfield City School District Classified Staff Applicants

The Fairfield City School District offers many opportunities for classified staff employment such as bus drivers, clerical staff, custodial staff, educational assistants and food service assistants. Employment applications are available at the Fairfield Administration Building, 4641 Bach Lane, Fairfield, Ohio between the hours of 8:00 AM through 4:00 PM, Monday through Friday. As Fairfield City Schools is a Civil Service employer, custodial and clerical positions are tested and hired through current Civil Service testing procedures. These tests are administered through the City of Fairfield, Civil Service Department as needed. Current posted positions are available anytime by calling 829-6300, extension 7268.

Substitute opportunities are also available in these areas. Substitutes are a valuable asset to our district as we work daily to provide the best learning environment for all students. As a substitute, hours and/or days of work cannot be guaranteed as these opportunities are generated as absences occur or as other needs arise. A completed application indicating the classification(s) of interest to you and current BCII and FBI background check results are required for all substitute applicants. When all of this information is complete, your name will be placed on our classified substitute list which is distributed monthly to include all substitutes and their areas of interest.

Substitute hourly pay rates:

Bus Driver:	\$16.00 per hour
Custodian:	at least \$9.14 per hour
Educational Assistant:	at least \$9.00 per hour
Food Service Assistant:	\$9.00 per hour

Fairfield utilizes the AESOP automated substitute calling system to fill absences of current educational assistant employees and other needs. AESOP is a computerized system and can be accessed and customized by you online. AESOP is only utilized for educational assistant needs, all other substitute classifications are contacted by building personnel as absences or needs occur.

Fingerprinting services for Fairfield substitutes are offered by appointment at a cost of \$46.00. Results must be received by Fairfield City Schools directly from the Attorney General's Office utilizing specific fingerprinting codes. Only certified photocopies done by another educational institute, utilizing these codes and done within one (1) year of the date of your application, can be reviewed to determine if they can be accepted. Your completed application can be submitted at the time of your fingerprinting appointment.

Please contact Bev. Stacy at (513) 858-7103 to schedule a fingerprinting appointment or to answer any questions you may have. Thank you for your interest in being a part of the success of Fairfield City Schools.