
**GALION CITY SCHOOLS
CLASSIFIED SUBSTITUTE POSITION OPENINGS
2018-2019 SCHOOL YEAR**

Available Positions:

- Substitute Bus Driver (requires proper training and certification through the Ohio Department of Education and the Ohio Department of Motor Vehicles)
- Substitute Cook
- Substitute Crossing Guard
- Substitute Custodian
- Substitute Secretary

Minimum Requirements:

- Proper certification applicable to position
- High School Diploma or General Education Degree (GED)
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to read and understand verbal and written instructions, written warnings, and labels
- Ability to use basic office technology: e-mail, internet and computers
- Clear BCI/FBI Background Check
- Valid Ohio Driver's License

Preferred Qualifications:

- Previous experience working in a school environment
- Flexible schedule due to immediate need on a day-by-day basis

Interested Candidates

Please complete and submit a classified application and materials to:

human.resources@galionschools.org

James Grubbs- Superintendent
Charlene Parkinson- Treasurer
Cindy Parrott- Student Services Director
Paul Wheeler- Director of Academics & Federal Grants
Jennifer Allarding- Director of Teaching & Learning