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**GALION CITY SCHOOLS  
CLASSIFIED SUBSTITUTE POSITION OPENINGS  
2019-2020 SCHOOL YEAR**

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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

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**Interested Candidates**

Please complete and submit a classified application and materials to:

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James Grubbs- Superintendent  
Charlene Parkinson- Treasurer  
Cindy Parrott- Student Services Director  
Jennifer Allering- Director of Teaching & Learning



Administrative Center  
470 Portland Way North  
Galion, Ohio 44833  
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