GALION CITY SCHOOLS
CLASSIFIED SUBSTITUTE POSITION OPENINGS
2019-2020 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:

James Grubbs- Superintendent
Charlene Parkinson- Treasurer
Cindy Parrott- Student Services Director
Jennifer Allerding- Director of Teaching & Learning
human.resources@galionschools.org

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