



BELLBROOK-SUGARCREEK SCHOOLS
"Soaring Toward Excellence"

March 20, 2023

NOTICE OF SUPPORT STAFF VACANCIES
2023-2024 School Year

The following positions for the 2023-2024 school year are posted for individuals who are qualified as indicated and wish to be considered. Application/resume/support documentation should be filed with the **Dayton Area School Consortium** at www.applitrack.com/dayton/onlineapp.

Deadline to receive written application is ***12:00 Noon, THURSDAY, APRIL 6, 2023.***

Review of applications will begin immediately.

POSITION(s) DESCRIPTION	QUALIFICATIONS
<u>Custodian – 2nd shift ^ - 1 position @ Stephen Bell Elem</u> <ul style="list-style-type: none">• Approx. 209 days (includes paid holidays)• 7.0 hr/day• \$ - Classification #3 salary schedule	<ul style="list-style-type: none">→ Previous custodial/maintenance experience preferred→ Knowledge/capacity to demonstrate skills working with sophisticated technical equipment and electronics including security alarm systems, fire alarm systems, HVAC systems, & other electronic equipment→ Successful experience in varied fields of repair focusing primarily on plumbing, carpentry, electrical; general cleaning//sanitizing of facilities→ Ability to read and interpret operation manuals for equipment→ Preference given to individuals with computer technology experience
<u>Library Specialist ^ - 1 position @ Stephen Bell Elem</u> <ul style="list-style-type: none">• Approx. 189 days (includes paid holidays)• 7.0 hr/day• \$ - Classification #4 salary schedule	<ul style="list-style-type: none">→ Strong communication/interpersonal skills - ability to work with peers, parents and students→ Demonstrates interest in children, books, reading, and has basic knowledge of electronic media resources with ability to use tech equipment successfully→ Ability to troubleshoot and make minor repairs to technology equipment and media

Continued - - -

<p><u>Secretary ^ - 1 position @ Bellbrook Middle School</u></p> <ul style="list-style-type: none"> • Approx. 193 days (includes paid holidays) • 7.5 hr/day • \$ - Classification #3 salary schedule 	<ul style="list-style-type: none"> → Proficient computer skills w/both Google Apps for Education and MS Office/Excel → Excellent professional/judgmental skills → Excellent attendance and organizational skills → Ability to maintain confidentiality/demonstrated commitment & loyalty to employer/supervisor → Previous outstanding job performance ratings → Previous secretarial experience required or recent graduate of a credentialed secretarial/ technology program or college degree → Knowledge of basic accounting procedures → Excellent communications/customer service skills
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^ Exhibits exemplary pattern of work attendance per SLASP Master Agreement

(No faxed or e-mailed application information accepted.)

1. Application (apply at Dayton Area School Consortium)
2. Current resume, optional
3. Three (3) letters of recommendation

An Equal Opportunity Employer