



## Job Posting *Anticipated Opening*

May 29, 2018  
Date Posted

June 11, 2018  
Application Deadline

### IN-SCHOOL STUDIES MONITOR

APPLICATION DEADLINE: June 11, 2018 (electronic submissions are encouraged)

JOB TITLE: In-School Studies Monitor (Classified)

LOCATION OF WORK: Four County Career Center

STARTING DATE: August 13, 2018

RATE OF PAY: Base starting rate \$15.09/hour

HOURS TO BE WORKED: Nine-month school year position, 8:15 a.m. – 3:15 p.m.

QUALIFICATIONS DESIRED: High School Diploma  
Hold or be qualified to obtain an Educational Aide Permit  
Demonstrated maturity and the ability to work with students and their families  
Provides documented evidence of a clear criminal record  
Child Abuse phrase report to immediate supervisor  
Proficient in Microsoft Office (Word/Excel)  
Experience with PowerSchool

JOB DESCRIPTION: Monitor and control students' behavior to maintain an appropriate in-school studies environment. Ensure that all students have books, study materials, and supplies for the detention period. Consistently provide close supervision of students to ensure their safety. Do not leave students unsupervised.  
(Job Description Available Upon Request)

APPLY TO: Applicants should submit a cover letter, resume and three letters of recommendation to:  
  
Jennifer Maassel, Administrative Assistant  
Superintendent and Director of Operations  
Four County Career Center, 22-900 SR-34, Archbold, OH 43502  
jmaassel@fcanywhere.net

EQUAL OPPORTUNITY: In accordance with Title VI, Title IX, and section 405 of the Rehabilitation Act of 1973, the Four County Joint Vocational School District Board of Education has a policy prohibiting discrimination against any person on the basis of sex, race, religion, handicap, age, or national origin.