

Fairborn City Schools

306 E. Whittier Avenue

Fairborn, Ohio 45324

(937) 878-3961

(937) 879-8180 FAX

JOB OPENING

DATE: November 3, 2025
POSITION: Mental Health Assistant - Must be HQ
LOCATION: Fairborn Intermediate School
SALARY: Starting Pay: \$18.02 per hour 7 hours per day
Work schedule: 7:50 am – 3:20 pm
DEADLINE: November 7, 2025

ESSENTIAL FUNCTIONS:

1. Ensure safety of students.
2. Maintain accurate and complete records as required.
3. Provide support to students with issues that affect their behavior and school performance.
4. Collaborate with colleagues
5. Supervise and monitor students in the school setting based on Clinical Counselor's and/or School Psychologist's instructions.
6. Assist the Clinical Counselor/School Psychologist in the development and implementation of behavior management and goal setting plans necessary for the support of students in the school environment.
7. Assist in completion of necessary documentation and paperwork for charting behavior and academic progress as requested by the School Psychologist, Clinical Counselor, or Principals.
8. Assist Clinical Counselor with student support, student problem solving, and student goal setting.
9. Provide opportunity for conflict resolution and problem solving to students.
10. Attend meetings and in-service as required during contracted hours.
11. Engage with students while maintaining a calm demeanor and avoiding power struggles.
12. Maintain confidentiality regarding student issues.
13. Perform other duties as assigned by the Superintendent/Designee.

QUALIFICATIONS:

1. Meet the qualifications and/or criteria set by the State of Ohio Department of Education to obtain an educational aide permit.
2. Must be Highly Qualified – 48 Semester Hours of College or have passed the Paraprofessional exam.

ADDITIONAL WORKING CONDITIONS:

1. Occasional interaction among unruly children.
2. Occasional exposure to blood, bodily fluids and tissue.
3. The supervisor shall authorize re-numeration, if the position does not allow for a duty-free lunch.

Applications will be reviewed and interviews may be limited. Skill performance may be tested.

CONTACT: Jeff Madden, Assistant Superintendent
jmadden@fairborn.k12.oh.us
937-878-3961 Ext 1119

APPLICATION PROCEDURE:

Applicants must complete the application at the Dayton Area School Consortium at:
<https://www.applitrack.com/dayton/onlineapp/>