

BID SHEET

TO: All Classified Employees

FROM: Michael P. Hanlon Jr., Superintendent

RE: **Educational Assistant – Chardon Middle School**

DATE: December 16, 2025

The following position is available:

Educational Assistant – Chardon Middle School

Effective Date: Immediately

Hours Daily: 7:15AM- 2:45PM (7 hours daily plus ½ hour unpaid lunch)

Days Weekly: Monday-Friday (when school is in session)

Hourly Rate: Step 0 \$18.37 – Step 10 \$22.54

- Applicants interested in the above position should meet the qualifications and schedule requirements (Valid Ohio Educational Aide Permit)
- Ability to meet all preschool licensing and Step Up to Quality requirements
- Applicants must pass any Qualifications Test Prior to employment.
- If awarding of this position were to put applicant into a dual contract status, neither contract schedule may conflict with the other. In the event that this would occur, applicant would have to resign one of the positions held under the dual contract.

Applications may be submitted online at www.chardon.k12.oh.us. Click on Departments tab, then Employment to locate this position. Click View openings and apply online.

For internal candidates, scroll down to bottom and click on View Internal Positions. Deadline to apply online is January 6, 2026 at 11:59PM. You may also apply by filling out the lower portion of this “Bid Sheet” and returning it to the board office during normal board office hours (7:30AM-4:00PM) by January 6, 2026.

Signature

Date

Are you currently employed by Chardon Local Schools? _____yes _____no

Is this position a contracted position or a substitute position? _____

Phone number where you can be contacted during the day? _____

The Chardon Local School District has dedicated itself to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all people regardless of race, color, national origin, sex, or handicap.