

## **EXTERNAL JOB POSTING – March 7, 2025**

**POSITION:** 1 - Classroom/Instructional Aide at Grover Hill Elementary  
1 - Classroom/Instructional Aide at Payne Elementary

**REQUIREMENTS:** Must have a valid Educational Aide License, High School diploma or equivalent, and successfully pass BCI/FBI background checks

**START DATE:** 2025-2026 School Year

**HOURS/DAYS:** Per Master Contract

**CONTACT:** Interested applicants should submit a letter of interest and any other pertinent materials that may be applicable to:

Jennifer Rust, Executive Assistant to the Superintendent, EMIS Coordinator  
Wayne Trace Local Schools  
4915 US Route 127  
Haviland, OH 45851  
Email: [rustj@waynetrace.org](mailto:rustj@waynetrace.org)

**APPLICATION DEADLINE:** March 21, 2025 at 3:00 p.m. or until filled

This institution is an equal-opportunity provider.