

**XENIA COMMUNITY SCHOOLS**

**MEMORANDUM**

December 5, 2011

***POST ON FACULTY BULLETIN BOARD / OTHER VISIBLE LOCATIONS***

TO: Xenia Staff Members  
FROM: Debra Herman, Director of Personnel  
RE: Substitute Vacancy Notice [2011-2012 school year]

The vacancies listed below are posted in compliance with the negotiated agreement between the Xenia Education Support Professionals and the Xenia Community Board of Education. Salary is in line with the respective salary schedule.

**TRANSPORTATION**

***Substitute Bus Drivers***

**Hourly Rate: \$12.94**

**Substitute bus drivers NEEDED. Will train to get CDL's. Must have no points on driver's license and be able to pass BCI/FBI fingerprint background check.**

**If any questions regarding training, please contact Susan Snyder, Interim Coordinator of Transportation at 562-9062.**

All interested applicants should apply (in writing) to Mrs. Debra Herman, Director of Personnel, Xenia Community Schools, 578 East Market Street, Xenia, Ohio 45385. Letters of application should include the name of the position for which you are applying, specific qualifications for the position (resume), including, but not necessarily limited to current position, building assignment, and years and nature of experience.

**DEADLINE:** until filled

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