

Recruitment Info

Toledo Public Schools is Hiring for Substitute Clerical Positions

Now is the time to join the TPS Proud team in a substitute clerical position. There is a need for a variety of substitute clerical positions throughout the district.

- Must be able to type a minimum of 50 words per minute (wpm)
- Have at least a high school diploma or GED

Hourly Rate:

\$11.00 substitute clerical

\$16.23—\$22.19 starting wage as a permanent employee
(depending on position)

Substitutes can earn sick and holiday pay as well as SERS retirement

Permanent employees are eligible to receive full benefits, including:

- Health & Major Medical
- Health & Wellness Services
- Dental & Vision Insurance
- Holiday & Vacation Pay
- Life Insurance
- Personal & Sick Leave
- SERS retirement
- Tele Doc

**Think you have what it takes to be in a clerical position?
Visit us at our Job Fair on November 28th from 3 - 6 pm**

TPS Educational Campus 1609 N. Summit Street

If you are not able to attend but are interested in a substitute clerical position, please visit our website at www.tps.org. Click on the Employment tab, then on the online application. You will be asked to provide three valid references, including an email address for each reference. Once complete, hit the submit button.

Toledo Public Schools does require all applicants to go through a screening process prior to hiring which includes a background check, FBI check and drug screening.

For more information visit www.tps.org

