



Rocky River City School District

1101 Morewood Parkway • Rocky River • Ohio • 44116

440.356.6000 • www.rrcs.org

Sam Gifford, Executive Director of Human Resources and Support Services

POSITION OPEN: GOLDWOOD PRIMARY SCHOOL SECRETARY (1.0 FTE)

Position Available:	August 2018
Rate of Pay:	Starting Rate of Pay for Step 1 \$17.19/hr.
Hours	8:00 a.m.- 4:00 p.m. (0.5 hour lunch)
Responsibilities:	Perform secretarial duties that support the effective delivery of administrative services and operation of the school building
Qualifications:	Work skills substantiated by training and/or work experience. Ability to implement office administrative principles, practices, and procedures. Ability to manage multiple projects simultaneously. Demonstrates proficiency using MS office or a comparable software program. Previous experience as a primary school secretary preferred.

Applications are now being accepted for the above position. Interested persons should apply on-line **AS SOON AS POSSIBLE**.

Current regular employees/current occasional employees: Submit a letter of interest to the Office of Support Services.

An equal opportunity employer.

NOTE: QUALIFIED APPLICANTS WHO ARE DISABLED AND REQUIRE SPECIAL ASSISTANCE TO RESPOND TO THIS EMPLOYMENT ANNOUNCEMENT SHOULD CONTACT THE ROCKY RIVER CITY SCHOOL DISTRICT HUMAN RESOURCES OFFICE AT 440/356-6003.

SG/cc
3/9/2018

Posted: Board of Education Office
Rocky River High School
Rocky River Middle School
Kensington Intermediate School
Goldwood Primary School
Service Building
Facilities Operations

Rocky River Schools...

Globally Competitive • Exceptional Opportunities • Caring Environment • Successful Students