



# Rocky River City School District

1101 Morewood Parkway, Rocky River, Ohio 44116

440.356.6003

**Samuel Gifford, Executive Director of Human Resources and Support Services**

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## **POSITION OPEN: OCCASIONAL RECEPTIONIST**

Position Available:	As needed
Hours:	7:30 am – 4:30 pm (Based on location)
Rate of Pay:	\$10.00 per hour/\$13.00 per hours (Former RRCSD employees)
Responsibilities:	Performs receptionist/telephone operator functions, effective message taking, office support and ancillary duties that facilitate the timely attainment of district objectives
Qualifications:	Work skills substantiated by training and/or work experience. Ability to implement office administrative principles, practices, and procedures. Ability to multi-task

Applications are now being accepted for the above position. Interested persons should respond **AS SOON AS POSSIBLE:**

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

**OUTSIDE CANDIDATES: Apply on-line at: [www.generalasp.com/rockyriver/onlineapp](http://www.generalasp.com/rockyriver/onlineapp) or through our website [www.rrcs.org](http://www.rrcs.org)**

The Rocky River City School District believes that education empowers, inspires, and encourages lifelong learners to thrive within our changing global society. To practice these values, we commit to recruiting and retaining a diverse staff. Our dedication to honoring and valuing our employees' and applicants' unique experiences, perspectives, and identities make our school strong. We strive to foster and preserve an equitable, inclusive, and welcoming working and learning environment for all.

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/lr  
2/2021

Posted:

Board of Education Office  
Rocky River High School  
Rocky River Middle School  
Kensington Intermediate School  
Goldwood Primary School  
Office of Transportation  
Facilities Operations

Rocky River Schools...

Globally Competitive • Exceptional Opportunities • Caring Environment • Successful Students