



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

POSITION OPEN: OCCASIONAL RECEPTIONIST/SECRETARY

Position Available:	As Needed
Hours:	7:30 a.m. – 4:30 p.m. (hours may vary)
Rate of Pay:	\$15.00/per hour
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 apply on-line **AS SOON AS POSSIBLE**.

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

**OUTSIDE CANDIDATES: Apply on-line at: www.generalasp.com/rockyriver/onlineapp
Or through our website 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/sk
9/2022

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