Rocky River City School District

1101 Morewood Parkway • Rocky River • Ohio • 44116
440.356.6000 • www.rrcs.org
Patrick Coleman, Executive Director of Human Resources and Operations

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OPEN POSITION
2026-2027 School Year

LONG TERM SUBSTITUTE SECRETARY
ROCKY RIVER HIGH SCHOOL – SCHOOL COUNSELING OFFICE

Position Available:	Immediately – November 30, 2026
Rate of Pay:	$15.00 per hour
Hours:	7:15 a.m.- 3:45 p.m. (7.5 hours per day)
Responsibilities:	Perform secretarial duties that support the effective delivery of administrative services and operation of the counseling department and 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 Microsoft Office, Excel and Google Workspace or a comparable software program. Previous experience as school secretary preferred.

Applications are now being accepted for the above position. Interested persons should apply online through our website at www.rrcs.org or at www.generalasp.com/rockyriver/onlineapp **as soon as possible.**

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

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 schools 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, Office of Human Resources at 440-356-6000.

9/11/2026

Posted: Board of Education, High School, Middle School, Goldwood, Kensington, Facilities, Transportation