



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)

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|---------------------|---|
| Position Available: | August 2021 |
| Rate of Pay: | Starting Rate of Pay for Step 1 \$18.24/hr. |
| Hours | 8:00 a.m.- 4:30 p.m. (1 hour for 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/lr

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