



Rocky River City School District

1101 Morewood Parkway • Rocky River • Ohio • 44116

440.356.6000 • www.rrcs.org

Samuel Gifford, Executive Director of Human Resources and Support Services

POSITION OPEN: SECRETARY, HIGH SCHOOL (1.0 F.T.E.)

Position Available:	Immediately
Rate of Pay:	Starting Rate of Pay for Step 1 \$19.45/hr.
Hours:	7:15 a.m.- 3:45 p.m. (7.5 hours per day) 12 Month Position
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 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.

10/30/2024

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