



Rocky River City School District

1101 Morewood Parkway • Rocky River • Ohio • 44116

440.333.6000 • www.rrcs.org

Jason Crowe, Executive Director of Human Resources and Operations

POSITION OPEN 2025-2026 School Year

EXECUTIVE SECRETARY – SUPERINTENDENT’S OFFICE, 1.0 FTE

Position Available:	Immediately
Hours:	7:30 a.m. – 4:30 p.m. (<i>Attendance at monthly evening District meetings required</i>)
Pay Range:	Placement on Executive Secretary Salary Schedule determined by training and experience
Responsibilities:	Serve as Secretary to the Superintendent
Qualifications:	Perform secretarial duties that support the effective delivery of administrative services and facilitate the timely attainment of department/district objectives. Attend and coordinate Board meetings, coordinate conferences and other departmental activities. Efficiently maintain and manage reports, budgets and financial accounts. Generate, process and reconcile purchase orders and payment of invoices. Exemplify outstanding secretarial skills including: confidentiality; demonstrate professional verbal communication skills and excellent written communication skills; ability to follow complex directions; strong computer skills including extensive knowledge of Microsoft Office, Excel and Google Workspace; ability to efficiently utilize website content management system and other online systems.

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 Human Resources.

Outside candidates: Apply on-line at: <https://www.applitrack.com/rockyriver/onlineapp/default.aspx>
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 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 440-356-6017.

JC/sk
9/11/2025

Posted: Board of Education, High School, Middle School, Kensington Intermediate, Goldwood Primary, Service Building, Facilities Operations

Rocky River Schools...

Globally Competitive • Exceptional Opportunities • Caring Environment • Successful Students