



# Maplewood Richmond Heights School District

2531 S Big Bend  
Maplewood, MO 63143  
(314)644-4400 Fax: (314)781-3160

## High School Registrar/Administrative Assistant

**Supervisor:** Assistant Principal

**Primary Responsibilities:** Provide secretarial support to the High School Administration and the High School Guidance Department. Maintain all student permanent and historical records. Answer incoming district phone calls and greet visitors in a cordial and professional manner.

**Qualifications/Experience:** Minimum requirement of Associate Degree or equal work experience.

- Interpersonal, oral, and written communication skills
- Proficiency with computer software programs
- Broad Knowledge of general office skills
- Strong organizational skills
- Proven track record managing multiple projects simultaneously
- Accurate record keeping

### Essential Functions:

- Correspondence and secretarial support for the high school assistant principal
- Correspondence and secretarial support for the high school guidance office
- Greet and direct visitors coming into the high school building
- Maintains and organizes student files and records
- Prepares records of graduating seniors to be archived as permanent records
- Processes grade changes according to district policy
- Sets appointments with staff, students, and parents
- Assists in preparation of student schedules
- Performs data entry into technology systems
- Registers new students
- Processes departing students
- Prepares and mails student transcripts
- Prepares and maintains Honor Roll Records
- Prepares correspondence with colleges and universities
- Work with the Coordinator of Data and Assessment on 1-year graduate follow ups
- Generates report cards and verify for accuracy
- Generates progress reports and verify for accuracy
- Manages the local scholarship application process
- Organizes and manages the scholarship night
- Maintains confidentiality according to District policy

- Assists other secretaries as needed.
- Other duties as assigned

**Terms of Employment:** 12-month employee. Compensation and benefits as provided by the Board of Education.

Any qualified person who would like to be considered as a candidate for this position should apply online at:

<https://www.applitrack.com/mrhschools/onlineapp/>

### **“Notice of Non-Discrimination”**

The Maplewood Richmond Heights School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District’s Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District’s non-discrimination policies:

Dr. Shonda Ambers-Phillips, Assistant Superintendent 2650 S Hanley Road Suite 300, St. Louis, MO 63144 314-644-4400 shonda.ambers-phillips@mrhschools.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district’s Non-Discrimination and Title IX Coordinator.

Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

**Posting: 03/28/2025**

**\*MRH School District reserves the right to close any job posting when a suitable applicant has been found before the deadline date.**