



Maplewood Richmond Heights School District

2650 South Hanley Road Suite #300
St. Louis, MO 63144
(314)644-4400 Fax: (314)781-3160

Elementary Attendance Secretary 23-24 School Year

Supervisor: Principal

Primary Responsibilities: Provide secretarial support to Elementary Administration. Maintains accurate attendance records for students and school personnel. Answer incoming district phone calls and greet visitors in a cordial and professional manner.

Qualifications/Experience: Qualifications & Education:

- 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

Education/Training/Experience: Minimum requirement of a High School Diploma and a combination of experience/training to provide the required skills and abilities. Proficiency in computer software programs and basic office equipment. Prior work experience is preferred.

Essential Duties:

- Student Attendance- Maintains and organizes all attendance records for students (absences, tardies, days missed related to discipline) including electronic record keeping
- Track and enter daily student attendance in PowerSchool
- Call, text, and/or email to guardian(s) daily when absence reason is not communicated
- Collect medical excuses and distribute them to the appropriate staff/nurse
- Generate attendance reports, letters, and certificates
- Communicate issues of concern with admin, counselors, and appropriate staff
- Staff Absence - Maintain, monitor, and reconcile all attendance records for school personnel
- Greet and guide subs to designated assignments
- Prepare ahead and plan for anticipated sub/coverage needs (daily/weekly/monthly)

- Serve as the Elementary Building Liaison with staffing agency for substitutes
- Payroll: AESOP Campus User Admin for Hourly Staff
- Communicate with HR/Payroll - Comp/Gap time
- Prepare documents for payroll
- Correspondence and secretarial support for Student Services/Counselors
- Maintain confidentiality according to district policy
- Regular attendance is a necessary and essential function
- Other duties as assigned

Terms of Employment: Full-time, Twelve-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://mrhsd.tedk12.com/hire/index.aspx>

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 of HR and DEI 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: 2/17/23

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