



Maplewood Richmond Heights School District

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

Elementary School Assistant Principal

Supervisor: Principal

Primary Responsibilities: To assist the principal and serve as an instructional leader to make the school facility safe, attractive and productive place in which to learn.

Qualifications/Experience: Requires a valid Missouri State Administrator's Certificate. Minimum of three years successful teaching experience; demonstrated leadership in current position. Ability to interact with a wide variety of persons in a challenging setting.

Terms of Employment: Employed for a twelve-month period as a certified administrator with salary and benefits to be set by the superintendent and Board of Education.

Essential Functions:

- Assists the principal and supports mission and vision in all assigned responsibilities within the guidelines of the administrator job description
- Develops and maintains a professional learning community
- Monitors student attendance and performs follow-up functions.
- Develops and supports systems to monitor student academic progress and ensures implementation of interventions as needed
- Addresses student discipline issues in the buildings, on the grounds, & on the buses and follows up on situations as necessary using restorative/trauma informed mindset
- Assists students or teachers in emergency situations.
- Partners with special education personnel, attends IEP/504 meetings, and ensures proper implementation of individualized education plans
- Supervises extracurricular activities
- Provides classroom teachers with instructional assistance and resources, including academic and social/emotional response to intervention
- Supervises Elementary Summer School
- Coordinates the Elementary School home visit program
- Organizes, leads and serves on school-based committees
- Collaborates with staff to plan for and lead professional development
- Implements board policy and administrative rules
- Ensures implementation the District curriculum
- Supervises and evaluates student and teacher success
- Works cooperatively with the District supervisors
- Accepts individual and group assignments
- Participates in administrator's meeting and such other meetings as required or appropriate

- Plans and implements required safety drills
- Reads, writes, and interprets routine reports and correspondence.
- Analyzes, interprets, and presents data before groups of stakeholders.
- Assumes responsibility for the supervision of students on the school premises before, during and after school.
- Coordinates student meetings, awards, activities and assemblies.
- Models and develops the school as museum metaphor
- Serves as a curriculum action team leader
- Serves as assessment liaison for building, assist with testing schedules and implementation
- Assists with family activities
- Stays current in educational literature and trends
- In the absence of the principal, handles the responsibilities of the principal
- Performs all other duties as directed by the principal

Essential Skills and Abilities:

- Ability to communicate effectively with a variety of clientele.
- Ability to effectively work as a member of a team.
- Physical stamina to handle challenging work schedule.
- Respect for student, teachers, parents, and support staff.
- Exercises sound judgment on sensitive issues.
- School liaison with the community.
- Committed to professional growth and the School Improvement Plan.
- Ability to move throughout building and visit classrooms, playground, lunch room and gym.
- Ability to work effectively for the development of students.
- Calm demeanor for dealing with the needs of students.
- Verbal and written communication skills to perform job-related duties.
- Ability to interact with a wide variety of persons in a challenging setting.

Work Environment:

- Ability to work in a variety of locations, work non-traditional hours which may include evenings and weekends and meet the physical demands of handling a variety of student needs. While performing duties of this job, the employee is regularly required to sit, talk, hear, walk, stand, and reach.

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 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: 4/1/24

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