



Maplewood Richmond Heights School District

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

Summer School K-12 Administrative Intern

Supervisor: Assistant Superintendent of Curriculum and Instruction

Primary Responsibilities: The Summer School K-12 Administrative Intern will play a crucial role in supporting the efficient and effective operation of our summer school program for students in grades K-12. This position offers an excellent opportunity for an aspiring educational administrator to gain valuable hands-on experience in a dynamic and fast-paced educational environment. The successful candidate will work closely with the summer school leadership team (Assistant Superintendent of Curriculum, Instruction and Assessment and Coordinator of State and Federal Programs) to ensure the smooth execution of the program, provide administrative support, and assist in the achievement of program goals.

Qualifications/Education/Experience:

- Minimum of a bachelor's degree in education or related field.
- Preferred certification in educational administration while not employed as an administrator
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Google Workspace.
- Ability to work independently and as part of a team.
- Willingness to adapt and learn in a dynamic educational setting.
- A genuine passion for K-12 education and a commitment to supporting student success.

Terms of Employment: Temporary, Full-Time, summer school dates

Essential Functions:

- **Administrative Support:** Assist with administrative tasks such as data entry, record-keeping, and document preparation to ensure the smooth operation of the summer school program.
- **Communication:** Serve as a point of contact for parents, students, and staff, addressing inquiries and providing timely information about the program.
- **Scheduling:** Assist in creating and maintaining schedules for classes, activities, and events, ensuring that all logistical details are well-organized.
- **Student Enrollment:** Support the enrollment process, including collecting and verifying student information, processing applications, and ensuring accurate student records.
- **Program Logistics:** Assist in coordinating the logistics of program activities, including transportation, meals, and facilities management.

- Collaboration: Collaborate with teachers, staff, and administrators to support the program's goals and objectives.
- Reporting: Prepare regular reports on program attendance, student progress, and other relevant data.
- Special Projects: Participate in special projects or initiatives aimed at enhancing the overall summer school experience for students.

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Goals for the Program:

- Academic Achievement: Ensure that all students have the opportunity to make meaningful academic progress during the summer program.
- Engagement: Foster a positive and engaging learning environment that encourages students to actively participate in their education.
- Smooth Operation: Provide staff support for the smooth and efficient operation of the supper school, minimizing disruptions and challenges.
- Parent and Community Engagement: Facilitate communication between the program and parents/community to create a supportive network for student success.
- Professional Development: Provide opportunities for interns to gain valuable administrative and educational experience to support their future career goals.

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 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: 11/20/2024

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