



## Maplewood Richmond Heights School District

7539 Manchester Road  
Maplewood, MO 63143  
(314)644-4400 Fax: (314)781-3160

### Employment Opportunity for the 2022-2023 School Year

#### Discover Club Childcare Worker

**Supervisor:** Discover Club Supervisor and Lead Caregiver

**Primary Responsibilities:** Supervising groups of children. Actively working with them and assist with development and instruction of their enrichment activities. Help maintain the Discover Club environment.

**Qualifications Required:** Mature person (18 years or older) with experience with school-age children; preferred: college or previous work experience background in early childhood or elementary education, or a child related field.

**Physical Qualifications:** Must have the physical stamina to care for energetic young children and must be able to exert up to 30 pounds of force. Childcare worker must be able to lift, bend, keep pace with children during their workday and navigate stairways.

**Education/Training/Experience:** High School diploma, GED, or 18 years old and/or enrolled in senior year of high school; with combination of experience and training that would provide the required knowledge, skills and abilities. A background in early childhood or elementary education, or a child-related field preferred.

**Terms of Employment:** 189 days per year (working August through June; 6:45am-8:15am AND/OR 2:15 pm – 6:00 pm; 19.75 hours or less per week; starting wage with 3 college credit hours, \$12.00 per hour.

#### Essential Functions:

- Supervise groups of children
- Interact with the children often
- Provide and assist with development of their enrichment activities
- Follow guidelines in staff handbook and school district policies
- Communicate with other team members, children and parents
- Wear appropriate attire & footwear
- Follow suggestions, recommendations from Director

Any qualified person who would like to be considered as a candidate for any of these positions should apply on-line at:

<https://mrhsd.cloud.talentedk12.com/hire/Index.aspx>

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:

Roxanna Mechem, Assistant Superintendent 7539 Manchester Rd, Maplewood, MO 63143 314-644-4400 Roxanna.mechem@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.

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

**Posted: June 24, 2021**