



Maplewood Richmond Heights School District

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

Early Childhood Center Principal 24-25 School Year

Supervisor: Superintendent

Primary Responsibilities: To create and sustain an environment that results in the academic success of all students, the professional growth for all staff, and nurtures effective partnerships with all stakeholders-parents, community leaders and other professionals.

Qualifications/Experience:

- A Master's Degree or higher, with a major in educational administration
- Missouri Teacher Certificate in Administration – Principal (appropriate grade level)

Key Responsibilities:

- **Student Focus:** Belief that all students, regardless of background, have the ability to go to and through college and/or careers; demonstrated commitment to the school's unique community
- **Direction Setting:** Ability to set direction for a team and motivate others to action
- **Achievement Orientation and Performance Management:** Demonstrated student achievement results from teachers that are supported/supervised
- **Cultural Competence:** Demonstrated ability to create inclusive environments that honors and supports a diversity of backgrounds and perspectives
- **Instructional Leadership:** Adept at data analysis; Expertise in academic standards and high-leverage instructional strategies
- **Relationship Building:** Expertise in cultivating relationships and managing a diverse group of stakeholders
- **Achievement Orientation:** Demonstrated resilience and focus on student outcomes

Essential Duties:

- **Model and support implementation of the school's vision and goals:**
 - Supports the district's vision and takes an active role in mobilizing teachers to achieve the collective goals of the school;
 - Takes an active role in mobilizing teachers to achieve the collective goals of the school.
 - Leads the planning and goal setting for the school and ensures alignment with district goals
- **Contribute to school-wide planning and prioritizes time to accomplish goals:**

- Provides and facilitates input into the strategic planning of the school, and identifies areas of ownership for self and direct reports
- **Develop emerging leaders with School Leader's guidance:**
 - Supports in identifying and developing emerging leaders (PDC, TLC, CAT Leaders) through goal setting, coaching and feedback
- **Model strong staff and student culture and manage school-wide development of tiered systems of support (behavior and social-emotional learning):**
 - Supports teachers in student support and behavior intervention systems to ensure that limited time is spent on reactive student discipline.
 - Manages parts of the daily school operations (e.g. arrival/dismissal, lunch/recess, school trips, etc.)
 - Serves as or identifies a designee for student intervention and parent engagement; determines next steps for issues that are above the teacher/grade level/Asst. Principal
- **Build own direct reports' instructional knowledge of standards, content, and methods:**
 - Content (Standards, Curriculum, and Assessment)
 - Studies curriculum and assessment in order to develop understanding of content mastery, and what is required of students and teachers to accomplish mastery
 - Coaches teachers on how to assess for both student mastery and growth towards college readiness, and practices data driven instruction based on assessment
 - Research-based Instructional Practices (Methods and Time)
- **Develops own and teachers' knowledge of best practices in instructional methods and coaches teachers on how to match particular strategies to gaps in student mastery:**
 - Develop teachers to provide rigorous and high-quality instruction and support in planning, implementing, and enabling systems tiered academic systems of support.
 - Lead data-driven instruction.
 - Coach teachers to determine how data aligns to end-of-year goals; break-out data to analyze how different student groups are performing; determine what data indicates about areas of student mastery and growth; and identify specific instructional actions and adjustments to fill students' knowledge and skill gaps within an appropriate timeline
 - Provides high-quality instructional coaching with frequent and scheduled teacher observations, actionable and bite-sized feedback, and accountability for adjustment in practice.
 - Coaches emerging leaders on their instructional coaching practice
 - May lead or coach others who lead department/content/grade-level meetings that focus on planning for, and calibrating on, instruction and culture, practicing instructional strategies, and progress monitoring the department/content/grade level
 - Recommends what school-wide professional development will be the highest leverage in improving student results; lead engaging, actionable, adult-learning professional development; and support and hold staff accountable for implementation of practices
 - Prioritize Assistant Principal success and sustainability through a thought partnership, coaching, professional development and feedback.

- All other duties assigned by the Superintendent and/or designee

Terms of Employment: Employed for a twelve-month period as a full-time certified administrator with salary and benefits to be set by the superintendent and 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: 04/5/24

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