



## Maplewood Richmond Heights School District

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

### Elementary Building Secretary 23-24 School Year

**Supervisor:** Principal

**Primary Responsibilities:** Provide secretarial support to the principal and management of school office(s) for a twelve-month work schedule.

**Qualifications/Experience:** High school diploma and combination of experience and training that would provide the required knowledge, skills, and abilities. Must successfully complete clerical testing.

**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:**

- Proficiency in computer software programs
- Strong organizational skills
- Ability to handle multiple tasks simultaneously
- Ability to exercise discretion in handling confidential information
- to perform duties with an awareness of district requirements
- Correspondence and secretarial support for elementary principal and assistant principal
- Greet and direct visitors coming into the building
- Direct phone calls
- Maintain and organize student files and records
- Register new students
- Process departing students
- Maintain PowerSchool for elementary students (schedules, homerooms, report cards)
- Generate reports from PowerSchool (student information, free and reduced lunch)
- Purchasing for school (summer orders then throughout the year, exhibit orders)
- Budget reports
- Reconciliation of monthly visa for school, principal and assistant principal
- Maintain classroom student lists
- Maintain parent email lists (Constant Contact)
- Maintain bus rosters
- Maintain club rosters
- Assist with capstone trip and school field trips

- Maintain employee information list
- Maintain MRHE phone list and staff directory
- Maintain weekly parent memo
- Maintain Calendar of Events
- Maintain Principal's calendar
- 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://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: 12/13/23**

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