



Maplewood Richmond Heights School District

Dr. Bonita Jamison- Superintendent
Roxanna Mechem – Assistant Superintendent
7539 Manchester Road
Maplewood, MO 63143
(314)644-4400 Fax: (314)781-3160

Interim High 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: A Master's Degree or higher with a major in educational administration. 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 temporary period from January 2022 to June 2022 as a certified substitute administrator with salary and benefits to be set by the superintendent and Board of Education.

Essential Functions:

- Assists principal in all assigned responsibilities within the guidelines of the interim administrator job description
- Reports and monitors student attendance and performs follow-up functions.
- Addresses student discipline issues in the buildings, on the grounds, & on the buses and follows up on situations as necessary
- 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 and evaluates student and teacher success
- Provides classroom teachers with instructional assistance and resources, including academic and social/emotional response to intervention
- Implements board policy and administrative rules
- Ensures implementation of the District curriculum
- Works cooperatively with the district administration
- Participates in administrator's meeting and such other meetings as required or appropriate
- Reads, writes, and interprets routine reports and correspondence.
- Assumes responsibility for the supervision of students on the school premises before, during and after school.
- Assists with parent activities
- Assists in the implementation of emergency drills and building schedule
- Performs all other duties as directed by the principal
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ESSENTIAL SKILLS AND ABILITIES:

- Ability to communicate effectively with a variety of clientele.

- 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.
- Ability to move throughout building and visit classrooms, 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 these positions should send a cover letter, resume, college transcript(s), and a copy of their Missouri Administrator's Certificate and two letters of reference to:

Erin.Jackson@mrhschools.net

Maplewood Richmond Heights School District considers applicants for all positions without regard to race, color, sex, age, national origin, ancestry, pregnancy, veterans' status, handicap or disability (with or without reasonable accommodation if requested) which does not interfere with the performance of essential job functions, or any other legally protected status. If you have a disability or handicap which may require accommodation for you to participate in our application process (including filling out forms, interviewing, or any other pre-employment procedure or requirement), please make us aware of any accommodation necessary before attempting to complete such procedure or requirement.

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

Posted: 12/6/21