



Maplewood Richmond Heights School District

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

MRH Student Summer Workers/Intern Positions (Tech/Custodial/Gardener) Summer 2024

Title: Summer Technology Intern

Supervisor: Technology Coordinator

Primary Responsibilities: To perform tasks to aid in the ongoing support of the technology department. Summer Tech interns will provide assistance and gain experience in the various functions of the technology department.

Qualifications/Experience: Preferred experience working with computers.

Terms of Employment: Beginning approximately June 14 and ending in August prior to the start of school not to exceed 20hrs/week.

Essential Functions:

- Clean Computers
- Diagnostics of Equipment
- Imaging Computers
- Labeling and Tagging Computers
- Unpacking new equipment and organizing
- Classroom Checks – Smartboards, Phones, Printers • Additional duties as assigned

Title: MRH Summer Custodian Intern/Temporary Seasonal Workers

Supervisors: Head Custodians

Primary Responsibilities: Work closely with the building custodial staff to clean facilities during the summer. Duties include but are not limited to, moving furniture, cleaning all spaces in the buildings, and assisting with project work.

Hiring recommendations based on:

- Schedule availability
- Interview
- Prior experience
- Recommendations of prior supervisors/educators

Terms of Employment: June 14 – August 6: 15 hours per week

Expertise gained:

Learn quality cleaning techniques, how to work well with a team, and acquire valuable soft skills.

Title: MRH Summer Grounds Intern/Temporary Seasonal Workers

Supervisor: Groundskeeper/(Direction from Seed to Table Staff)

Primary Responsibilities: Work closely with the building grounds staff to maintain gardens during the summer. Duties include but are not limited to, weeding and hauling debris, harvesting produce, and watering

Hiring recommendations based on:

- Schedule availability
- Interview
- Prior experience
- Recommendations of prior supervisors/educators

Terms of Employment: June 14 – August 6: No more than 10 hours per week

Expertise gained:

Learn quality cleaning techniques, how to work well with a team, and acquire valuable soft skills.

If interested please submit a letter of interest (email) to MRH Human Resources erin.jackson@mrhschools.net

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: 03/29/2024

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