



Maplewood Richmond Heights School District

2650 S Hanley Road Suite #300 Manchester Road

St. Louis, MO 63144

(314)644-4400 Fax: (314)781-3160

Employment Opportunity for the 2022-2023 School Year

Middle School Teacher's Assistant

Supervisor: MS Principal

Primary Responsibilities: To assist certified staff members in student instruction, student supervision throughout the day as needed, to maintain the school environment as a safe, attractive and productive place in which to learn.

Qualifications/Education: Must be able to successfully complete FBI background clearance and obtain a Missouri Substitute Certificate.

Essential Duties:

- support classroom teachers in differentiating instruction where needed;
- assist in implementation of curricula to meet academic standards;
- assist in implementation assessments that measure progress toward academic standards
- participate in curriculum development, grade-level activities, and school-wide functions;
- provide high and consistent academic and behavioral expectations;
- communicate effectively with students, families, and colleagues
- duties as assigned

Terms of Employment: August through May, **37.5 hours per week** Extra work may be required in August and June will be paid on an hourly basis.

Any qualified person who would like to be considered as a candidate for this position should apply online at:

<https://mrhsd.tedk12.com/hire/index.aspx>

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:

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.

Posting: April 19, 2022

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