



Maplewood Richmond Heights School District

Dr. Linda Henke – Superintendent
Karen I. Hall – Assistant Superintendent
7539 Manchester Road
Maplewood, MO 63143
(314)644-4400 Fax: (314)781-3160

Secondary Reading Specialist at MRH High School

Primary Responsibilities: To lead student toward the fulfillment of their potential for intellectual, emotional and psychological growth and maturation in reading.

Qualifications/Experience: Minimum of a Baccalaureate Degree, a Missouri teaching certificate. Preferred experience in the teaching of reading and supporting students with a variety of invention strategies.

Terms of Employment: Employed for a ten-month period as a certified educator with salary and benefits to be set by the superintendent and Board of Education.

Essential Functions:

- Meets and instructs assigned classes in the locations and at the times designated.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of students.
- Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
- Employs instructional methods and materials that are most appropriate for meeting stated objectives.
- Guides the learning process toward the achievement of curriculum goals and harmony with these goals, specific objectives for all lessons, units, projects, etc., in order to communicate these objectives to students.
- Recognizes possible learning disabilities of students on a regular basis, seeking assistance of District specialists as required.
- Assists the administration in implementing all policies and/or rules governing student life and conduct. Develop for the classroom reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.

Any qualified person who would like to be considered as a candidate for this position should send a cover letter, resume, transcript(s) and a copy of their Missouri Teacher Certificate no later than February 24, 2012 to Rebecca McClure Shaffer at r.mcclure@mrhsd.k12.mo.us

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.

**** MRH School District reserves the right to close any job posting when a suitable applicant has been found before the deadline date. POSTED: Feb. 3, 2012**

