



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

MRH Elementary Assistant Principal

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

Qualifications/Experience: Minimum of a Master's Degree with special preparation in school administration, and a Missouri teaching certificate in the subjects or fields in which he or she teaches.

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

Essential Functions:

- Assists principal in all building responsibilities.
- Implements board policy and administrative rules.
- Implements the District curriculum.
- Supervises and evaluates student and teacher successes.
- Works cooperatively with Districts supervisors.
- Accepts individual and group assignments.
- Participates in administrator's meeting and such other meetings as re required or appropriate.
- Assumes responsibility for student discipline in the building, on the grounds, and on the buses.
- Assumes responsibility for the supervision of students on the school premises before, during and after school.
- Provides staff with access to the building handbook.
- Evaluates field trip request.
- Arranges for parent-pupil conferences and provides pupil progress reports to parents.
- Assists in selection of staff.
- Assumes the responsibility for orienting new staff members.

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: February 1, 2012