



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

Middle School 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:

- 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.
- Provides leadership in the area of school climate and safety through supervision and student discipline.
- Serves as liaison between the middle school and MRH Youth Sports.
- Coordinates, supervises and provides logistical support to the expeditionary learning program.
- Assists the administration in implementing all policies and/or rules governing student life and conduct.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Establishes and maintains cooperative relations with others.
- Supervises staff through the staff evaluation process.

- Accepts a share of responsibility for co-curricular activities as assigned.
- Strives to maintain and improve professional competence.
- Assists teachers in integrating technology and cooperative learning.
- Maintain a strong sense of mission surrounding the cornerstones of leadership, scholarship, citizenship, and stewardship and the traits of a scholar.
- Bring a knowledge base in the area of curriculum design with a focus on Understanding by Design.
- Serves as administrative coordinator for the teacher home visit program.
- Other duties as assigned by the principal

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 January 6, 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: December 26, 2011