

MAPLE HEIGHTS CITY SCHOOLS

Official Notice of Vacancy from the Personnel Department

Posting Date: September 12, 2025

OPENING FOR THE 2025-2026 SCHOOL YEAR

Internal Posting Only

POSITION TITLE:

After School Tutoring Coordinator; Maple Heights High School

JOB DETAILS:

- 2.5 hours per day (3:30P – 6:00P), 5 days per week
- \$29/Hour

QUALIFICATIONS:

- Applicants should possess a valid Ohio teaching license or have relevant experience/qualifications working with a grant funded position and managing data/staff (desired but not required).
- Exceptional organizational, technological, and communication skills
- A record of good attendance in prior job placements
- The ability to provide a free and clear FBI/BCI screening

OVERVIEW:

Major Responsibilities Include: The Tutoring Coordinator oversees the elementary school's delivery of the after school intervention program for students. The coordinator builds relationships with all stakeholders while clearly communicating expectations and progress frequently to them through multiple mediums. The coordinator is responsible for completion of record keeping, data management, progress monitoring, and collection of materials for students. The coordinator works hand-in-hand with building and district level administration to provide a structured, data-driven learning environment to students with differentiated needs on a continual basis.

Those interested in applying must submit an application through
Applicant found on the District's Website:
www.mapleschools.com under Departments/Personnel

PLEASE DO NOT SEND HARDCOPIES OF DOCUMENTS

PLEASE SEND AN EMAIL OF INTEREST TO:

Dr. Shay Price, Curriculum Director

Please address all electronic correspondence to: Maple Heights City Schools, 5740 Lawn Avenue, Maple Heights, Ohio 44137. Application deadline for the position is: **Until filled.**

THE MAPLE HEIGHTS BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, RELIGION, AGE, HANDICAP, OR NATIONAL ORIGIN IN THE EDUCATIONAL PROGRAMS AND ACTIVITIES WHICH IT OPERATES.

NOTE: Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Maple Heights City School District Personnel Office at 587-6100.

Olympia Della Flora

: Olympia Della Flora, Superintendent