



St. Stephen's Armenian Elementary School

Ս. Ստեփանոս Ագգային Վարժարան

K-5 Afterschool Support Teacher (Part-time, 15 hours)

This position works in the extended day program with Elementary students until 5:00pm on weekdays Monday-Friday. From 3:00 pm – 5:00pm each day, this position prepares for and provides 10 afterschool hours of programming and supervision to Elementary (K-5) students with 5 hours for prep time.

- Monitor student attendance and sign-outs using Renweb attendance software
- Plan, develop, and implement engaging activity options for students
- Work in the Extended Day program for Elementary students, including supervising snack time, homework help, and in-classroom activities
- Collaborate with Afterschool Enrichment Program colleagues and classroom teachers as needed
- Ensure the safety and well-being of each student
- Care for and maintain school spaces, equipment, supplies and property of the program
- Observe all rules and regulations of St. Stephen's Armenian Elementary School
- Other duties as assigned

Working Hours: 10-month position 3:00 pm – 5:00 pm (15 hrs./week).

Hourly Rate: \$25

Start date: September 4, 2025

Citizenship, residency or work visa required

Interested candidates should submit a resume and cover letter outlining their qualifications and experience. Please include three references from previous employers or educators. Applications can be sent to careers@ssaes.org. Interested applicants are encouraged to submit applications as soon as possible.