



St. Stephen's Armenian Elementary School

Ս. Ստեփանոս Ազգային Վարժարան

PN-K Afterschool Support Teacher (Part-time, 20 hours)

This position works in the extended day program with Preschool and Kindergarten students until 5:30pm on weekdays Monday-Friday. From 2:30 pm – 5:30pm each day, this position prepares for and provides 15 afterschool hours of programming and supervision to Preschool and Kindergarten 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
- Distribute healthy snack options and establish responsible student clean-up routines
- Engage with students in active recess play and joyful indoor games and craft times
- 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

Qualifications:

- Minimum of associates degree and some college coursework in early childhood education.
- Previous experience working with preschool school-aged children is preferred.
- Excellent communication and interpersonal skills.
- Patience, empathy, and a passion for helping students succeed.
- Ability to follow instructions and work effectively as part of a team.
- Flexibility and adaptability in a dynamic classroom environment.
- First Aid and CPR certification (or willingness to obtain).
- Armenian language skills are required.

Working Hours: 10-month position 2:30 pm – 5:30 pm (20 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.