



## **St. Stephen's Armenian Elementary School**

### **Ս. Ստեփանոս Ագգալին Կարժարան**

St. Stephen's Armenian Elementary School is seeking two Elementary Teacher Assistants(K-5). The St. Stephen's Armenian Elementary School located in Watertown, Mass, is a child-centered American-Armenian Institution committed to academic excellence. The school is accredited by the Association of Independent Schools in New England (AISNE).

#### **Job Summary:**

As an Elementary Teacher Assistant, you will play a vital role in supporting the educational and developmental needs of elementary school students. Working closely with the classroom teacher, you will help create a positive and effective learning environment where students can thrive academically, socially, and emotionally. Your dedication and assistance will contribute to the overall success and growth of the students in your care. Your responsibilities include but not limited to:

**Classroom Support:** Assist the classroom teacher in implementing lesson plans and educational activities, ensuring a stimulating and safe learning environment.

**Student Assistance:** Provide one-on-one or small group support to students who require additional help with classwork, assignments, or special projects.

**Behavior Management:** Help maintain classroom discipline by reinforcing established rules and encouraging positive behavior and manners.

**Supervision:** Monitor students during various activities, including lunchtime, recess, and field trips, to ensure their safety and well-being.

Resource Management: Assist in the preparation and organization of teaching materials, including textbooks, supplies, and visual aids.

Data Entry: Maintain records of student attendance, progress, and behavior as required by the school administration.

Communication: Collaborate effectively with the classroom teacher, school staff, and parents to provide updates on student progress and address any concerns.

Special Needs Support: Offer support to students with special needs, following individualized education plans (IEPs) or other educational accommodations.

Crisis Response: Be prepared to assist in emergency situations, including evacuations or lockdowns, following school safety protocols.

Professional Development: Participate in relevant training and workshops to enhance your skills and knowledge as an educational support professional.

\*Additional duties and tasks as designated by the Head of School.

#### Qualifications:

- Minimum of associates degree and some college coursework in elementary education.
- Previous experience working with elementary 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 not a requirement.

#### Working Hours:

9-month position 7:30 am – 3:30 pm (40 hrs./week). Occasional evenings or weekends may be required for special school events or parent-teacher conferences.

#### Benefits:

- Competitive salary
- Coverage for Health and Dental Insurance
- 403(B) plan with match
- Professional development opportunities
- Five sick days, which are to be used only for illness
- Two personal days

#### Application Process:

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](mailto:careers@ssaes.org). Interested applicants are encouraged to submit applications as soon as possible.

SSAES is an equal opportunity employer and welcomes candidates from all backgrounds to apply. We are committed to creating an inclusive and diverse educational environment for all students.