



St. Stephen's Armenian Elementary School

Ս. Ստեփանոս Ազգային Վարժարան

Preschool Assistant Teacher Job Announcement

St. Stephen's Armenian Elementary School (SSAES) is seeking a full time preschool assistant teacher who is bilingual (Western Armenian/English) and preferably certified as "Teacher" or "Lead Teacher" by the Department of Early Education and Care.

SSAES is a child-centered American-Armenian Institution committed to academic excellence. The school is Licensed by the Department of Early Education and Care (EEC) and accredited by the Association of Independent Schools in New England (AISNE).

The candidate's role is to assist the classroom teacher to carry on her day-to-day duties in:

- Maintaining a clean, safe and healthy classroom environment
- Supporting the social and emotional development of the children
- Advancing the motor and intellectual competencies of the students
- Ensuring a well-run, purposeful program responsive to the children's needs
- Providing an integrated curriculum that meets the needs of individual children

The candidate should:

- Be proficient in the use of written and spoken language (English and Armenian)
- Be responsible in job duties such as taking care of the children's needs, preparing equipment and materials in advance
- Work with other staff members to form a positive supportive team atmosphere
- Demonstrate enthusiasm and a positive attitude toward teaching as a profession
- Help when a substitute teacher is needed
- Attend all staff meetings, parent meetings, and other mandatory or scheduled trainings
- Participate and fulfill the required professional development activities
- Obtain or is willing to obtain First Aid and CPR Certification
- Relate to families in a positive and respectful manner
- Demonstrate competency in classroom and student behavior management skills

- Help the classroom teacher in preparing for and attend established traditional school sponsored activities (e.g., Open House/Curriculum Night, Christmas Concert, and Graduation Ceremony).

Benefits

- Competitive salary Coverage for Health and Dental Insurance
- 403(B) plan with match

Please send resume, cover letter and three letters of recommendation to careers@ssaes.org.