



St. Stephen's Armenian Elementary School

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Assistant Head of School

St. Stephen's Armenian Elementary School is seeking an Assistant Head of School. The position will begin effective immediately.

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).

Position summary

Under the direction of the Head of School, perform a variety of management duties, involving both specific routines and broadly defined policies and procedures; work cooperatively and collaboratively with staff, students, visitors, and parents, and perform other related duties as assigned.

Job Hours

Full-time, 12-month position 7:30 am – 3:30 pm (40 hrs./week).
Summer flex hours will be determined on an annual basis.

Key Responsibilities:

- Welcome and greet visitors and phone calls
- Liaison to parents
- Using RenWeb/FACTS, generate and maintain various lists, schedules, and calendars
- Coordinate extracurricular programming including after school activities, lunch duty schedule, summer camp, and school picture arrangement

- Ensure the upkeep and purchasing of all supplies and materials in common faculty areas (ie. resource room and faculty/staff room)
- Update and maintain student files
- Serve as a CORI representative
- First Aid kit and supply maintenance
- Coordinating custodial care of preschool and elementary buildings as well as school events
- Maintain classroom key distribution and record-keeping of keys. (2x per year)
- Coordinate hiring for substitute teachers
- Support teachers with external evaluation and accommodations
- Manage onboarding new families
- Work with Head of School in hiring
- Manage internship/student teachers students
- Vetting/researching field trip and professional development opportunities

Knowledge of:

1. Modern office practices, procedures, and equipment.
2. Record-keeping techniques and procedures.
3. Strong oral and written communication skills.
4. Strong interpersonal skills.
5. Basic accounting.
6. Knowledge of Armenian language is preferred but not required
7. Experience with FACTS, Google Drive and associated products, QuickBooks, Canva, Word, Excel, Constant Contact and/or Mailchimp.

Ability to:

- Compose routine correspondence independently and timely.
- Work independently with minimal direction.
- Establish and maintain collaborative, cooperative and effective working relationships.
- Learn, interpret, apply, and explain rules, regulations, policies and procedures to various constituencies.
- Compile and maintain accurate records and prepare reports.
- Maintain confidentiality and exercise discretion independently.

Qualifications:

- Master's degree or equivalent in school administration or related field.
- Minimum of 3 years relevant experience in a school setting preferred.
- Able to fluently work with many constituencies, e.g.: administration, Board, faculty, students, and parents to build a tightly integrated and smooth running school.

Compensation and Benefits

- Competitive salary
- Coverage for Health and Dental Insurance
- 403(B) plan with match
- Professional development opportunities
- Six sick days, three personal days

- Paid time off for all school vacations and holidays, including Christmas break in December, winter break in January, spring break in April, and two weeks in June following the end of the school year.
- The two-week summer vacation should not be taken during the two week period before the opening or the two weeks after the end of the school year.

To apply, please submit an updated resume, cover letter, and three letters of reference to careers@ssaes.org.