

## **Job Search Opportunity:** Upper Elementary (4th - 6th grade) Teacher Assistant

**Start Date:** August 1, 2025

### **About St. Stephen's Episcopal School - Houston:**

St. Stephen's Episcopal School - Houston (SSESH) is a private, co-educational Montessori school serving students from 15-months through 8th grade located in the Montrose neighborhood in Houston, Texas. We are a progressive Episcopal school, rooted in Episcopal values, and welcoming families of all faiths, backgrounds, and lifestyles. St. Stephen's is accredited by the American Montessori Society (AMS) and the Southwestern Association of Episcopal Schools (SAES). Our school's purpose is to make the world kinder and smarter by nurturing the academic, moral, and spiritual growth of its students. The core curriculum is enriched with classes such as robotics, da Vinci Lab for Creative Arts & Sciences, film, fine arts, music, P.E., and Spanish. The school also offers the Bulldog 360 after-school enrichment program.

SSESH is committed to fostering a nurturing and stimulating learning environment where children can develop their full potential through the Montessori philosophy. We believe in cultivating a community of lifelong learners, where curiosity, independence, and respect thrive.

We are seeking a passionate and dedicated Upper Elementary Teacher Assistant to join our team and guide our young students (4th - 6th grade) on their educational journey.

### **Key Responsibilities:**

- Assist the Lead Upper Elementary Teacher in planning and facilitating Upper Elementary activities for new students and families.
- Provide direct support to children as they adjust to the classroom setting, offering encouragement and guidance.
- Help create a welcoming and inclusive atmosphere where all students feel valued and safe.
- Support the implementation of strategies to build positive relationships between students and teachers.
- Assist with the preparation of materials and the organization of the Upper Elementary space.
- Communicate effectively with the Upper Elementary Lead Teacher regarding student progress and any concerns.
- Contribute to a collaborative and supportive team environment.
- Adhere to school policies and procedures.

### **Qualifications and Skills:**

- A genuine love for working with young children.
- Excellent communication and interpersonal skills.
- Patience, empathy, and a positive attitude.
- Ability to work effectively as part of a team.
- Strong organizational skills and attention to detail.

- Experience working with Upper Elementary-aged children (preferred).
- Associate's degree or equivalent coursework in Early Childhood Education or a related field (desirable).
- Familiarity with Montessori instructional methods.

**Compensation and Benefits:**

- Competitive salary commensurate with experience and qualifications.
- Professional development opportunities to support ongoing growth in Montessori education.
- A supportive and collaborative work environment.
- The opportunity to make a meaningful difference in the lives of young children.
- Health insurance, retirement, and paid time off.

**To Apply:**

If you are passionate about elementary education and dedicated to helping children have a positive school experience, we encourage you to apply! Please submit a current resume, cover letter, and Montessori teaching credentials to [hr@ssesh.org](mailto:hr@ssesh.org).

We look forward to hearing from you and exploring how you can contribute to our community!

*St. Stephen's Episcopal School does not discriminate in its employment decisions or practices on the basis of gender identity, age, race, color, marital status, national or ethnic origin, and/or sexual orientation. St. Stephen's Episcopal School does not discriminate in its employment decisions or practices on the basis of any disability that can be reasonably accommodated in the administration of its educational policies and school-administered programs.*