

After School Assistants Job Posting

St. Stephen's Episcopal School, Houston (SSESH) seeks After School Assistants to deliver care outside of the school day to students ages 15 months – 8th grade.

Requirements

- Hours: Must be available from 2:15 pm to 6:15 pm, Monday through Friday
- All persons employed at SSESH must be over the age of 18
- 6 months to a year professional experience, preferred
- High School graduate or GED required
- Teaching and/or childcare experience preferred
- A passion for working with children ages 15 months – 3 years; 3 years – Kindergarten; and/or Elementary – Middle School
- Ability to engage in recordkeeping tasks
- Ability to manage independent play and learning
- Ability to transition children throughout campus and at different times
- Ability to manage confidential information including communication with families and colleagues
- Experience with, appreciation for, or an interest in learning about Montessori education
- Authorization to work in the U.S
- Completion of Safeguarding God's Children Training (provided by SSESH)
- A successful background check, including fingerprinting
- Willingness to obtain and maintain first aid, automated external defibrillator (AED), and CPR certification

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- The position may require extended periods of time in a classroom or moving around campus
- The position may require you to lift objects up to around 40 pounds
- The position may require event support outside of working hours

Duties and Responsibilities

- Supervises and instructs children in after-school activities, including but not limited to supervision of homework, preparing and administering snacks, accompanying outdoor activities, playing games, assisting with arts and crafts, and other programmed activities
- Assists in set-up and take-down of equipment and supplies
- Assists students with transitions and travel around campus; implements individualized schedules for students as necessary
- Documents attendance and student pick-up times
- Assists with student behavior and reconciliation as required
- Provides first aid assistance to students and reports illnesses and incidents to the Extended Care Coordinator
- Performs various other duties as assigned by the Extended Care Coordinator and/or Head of School

If you are interested in applying, please send a resume as well as three professional references to our HR department, at HR@ssesh.org.

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About St. Stephen's Episcopal School:

At St. Stephen's, we provide a progressive, cohesive, and globally focused education for students from 15 months – 8th grade. Grounded in Montessori principles, we encourage our students to become lifelong learners and influential global citizens.

Through academic success, critical thinking, spiritual growth, and creative expression, we are committed to providing an educational experience that isn't one-size-fits-all. At St. Stephen's, we promote understanding and respect while instilling a sense of responsibility for our interconnected world. Our focus is to aid students in becoming good learners and good people, providing a caring community that is true of moral and academic learning.

St. Stephen's seeks to integrate religious and spiritual formation into the overall curriculum and life of our school community. Our school encourages our students to form a global perspective. We embrace differences and affirm the innate worth of all people.

Mission

St. Stephen's Episcopal School – Houston nurtures each child's academic, creative, and spiritual potential.

The Bulldog Way (the principles that guide our work)

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- Integrity
- Grace
- Respect
- Optimism
- Wisdom

School Profile

- Established: 1971
- Educating students from 15 months old – Grade 8
- St. Stephen's Episcopal School, Houston, holds the following accreditations.
 - The [American Montessori Society](#)
 - The [Southwestern Association of Episcopal Schools](#) (SAES)

St. Stephen's Episcopal School, Houston, is a member of the following organizations.

- [Council for Advancement and Support of Education](#)
- [Houston Area Independent Schools](#)
- [National Association of Episcopal Schools](#)
- [National Association of Independent Schools](#)

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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.