POSITION ANNOUNCEMENT:

HEAD of the UPPER MIDDLE SCHOOL

Saint Ann’s School, an independent, non-sectarian day school enrolling approximately 1090 students in Pre-Kindergarten through High School, seeks a visionary, dynamic, experienced, passionate, and nurturing leader for its next Head of the Upper Middle School. We seek an individual who is learned but not pedantic, serious but with a capacious sense of humor, someone who possesses the ineffable qualities necessary to form meaningful relationships with gifted and boisterous middle school students who hold a multiplicity of identities and come from myriad backgrounds and who has the qualities that make for a natural leader amongst a cadre of extraordinary middle school teachers.

ABOUT SAINT ANN’S SCHOOL

Since its founding in 1965, Saint Ann’s has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a passion for learning and to sustain creative energy in every field of endeavor. We accomplish this by offering talented students instruction shaped by creative and dedicated faculty, forming a true community of learners from pre-Kindergarten through high school. With a faculty and staff numbering more than 300, and 1090 students, Saint Ann’s is among the largest and most sought-after independent schools in New York City. Occupying space in seven separate buildings clustered in Brooklyn Heights, Saint Ann’s draws most of its students from nearby Brooklyn neighborhoods as well as Manhattan. Known for its commitment to an education that brings together passionate and talented teachers with gifted and motivated students, Saint Ann’s has earned an outstanding reputation in academic disciplines and the arts. Our accomplished teachers bring to the classroom experience as published authors and scholars, working artists, composers, performers and filmmakers.

Our middle school students are given great freedom — to achieve, to trust themselves, and to find deep satisfaction in learning for its own sake. In languages, humanities, math, science and the arts middle school students are developing interests, passions and skills across a range of disciplines. We recognize each student's areas of strength and weakness while not using these as any kind of predictive, fixed measure for that student's future. The absence of formal grades
encourages authentic relationships between teachers and students and encourages artistic and intellectual risk-taking. We know that differences in thought and identity, both in our student body and our faculty, create a mosaic rich with potential for learning and discovery. Our vision as a school is achieved only when all of our students and faculty have a deep sense of belonging and inclusion, and feel affirmed with respect to multiple aspects of their identities. Whimsy, humor, and an atmosphere of intellectual and artistic adventure are seen as valuable aids to daily discovery.

THE POSITION AND RESPONSIBILITIES

The Head of the Upper Middle School reports directly to the Head of School and is charged with the comprehensive responsibility for approximately 240 students in grades six through eight. Beginning in fourth grade instruction is fully departmentalized and faculty in each of these departments teach across middle and high school. The Head of the Upper Middle School works closely with department chairs, the Dean of Faculty, and other division heads to assign teachers well-suited to each age group. In addition to advising the eighth grade, the Head of the Upper Middle School also works closely with the Head of the Lower Middle School (grades 4-5) and oversees the day-to-day operations of the Upper Middle School (grades 6-8).

Specific responsibilities for the Upper Middle School include:

• Works closely with the two grade deans to ensure the academic well-being of all of the students in the Upper Middle School, by knowing each of them, advocating on their behalf, embracing their agency over their educational choices, and embodying the sense of intellectual adventure that is at the heart of the middle school experience at Saint Ann’s.

• Communicates with parents to resolve issues or concerns about particular students and about school policies, curricula, and programs.

• Works closely with the school psychologist and middle school learning specialist, is aware of the educational, physical, social and emotional needs of upper middle school students and leads efforts to meet those needs, including academic advising and recommendation of academic tutoring or other support when necessary. Handles directly and sensitively conversations with the parents of children for whom Saint Ann’s is not a good fit.

• Leads the planning and presentation of 8th grade daily assemblies, community time and programs; keeps the school community informed of various programs and activities.

• Supervises two grade deans and the Upper Middle School office assistants and works with exemptions and standardized test coordinator as needed.

• Reviews semi-annual teachers’ checklist and narrative reports for 8th grade students and assures their timely completion; writes year-end cover letters for the same groups of students.
• Assists in the admission process for the testing, interviewing, and evaluating of applicants for enrollment in grades 6-8.

• Work with the Head of the Lower Middle School to stay informed about Lower Middle School issues.

• Work collaboratively with teachers and department chairs to foster the mission of the school.

• With the Head of the Lower Middle School, shape and articulate a compelling vision of the Middle School’s values and objectives.

• Work with the Director of Diversity and Institutional Equity to spearhead strategies and activities to become a more inclusive and equitable Middle School concomitant with the diversity and equity vision for the school as a whole.

• Consult with the Dean of Faculty and Department Chairs on new faculty hires; observe and participate in evaluation of Middle School faculty; advise teachers in matters of classroom management, teaching methods, and school philosophy and procedures.

• Be a visible presence in all areas of school; work toward a resolution of all problems – both routine and unique – as they arise; advise the Head of School on school policies and programs.

PROFESSIONAL AND PERSONAL REQUIREMENTS

• Education: BA required; advanced degree(s) preferred

• Work Experience: Minimum of five years experience in a relevant position that includes work with children in this age group, including teaching, administrative and supervisory experience, and student advising.

• Communication Skills: Superb written and oral communication skills that capture and effectively communicate the school’s mission to all constituencies and that enrich the school’s culture.

• Interpersonal Skills: Superior interpersonal skills, the ability to engage effectively with students, parents, faculty, and other members of the school community in a way reflective of the school’s culture and to project professional competence, leadership capability, discretion, judgment and personal maturity.

• Leadership: Proven track record as a leader of faculty, students and programs in independent schools.

• Charisma, wit, intelligence, empathy, humor and equanimity are expected.
• Demonstrated commitment to advancing diversity, equity, and inclusion work in an independent school or similar environment.

**COMPENSATION**

A competitive compensation package, commensurate with level of experience, plus benefits.

**TO APPLY**

A cover letter, writing sample, resume, and list of references should be emailed to umssearch@saintannsny.org. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Applications must be submitted by February 15, 2020 in order to ensure full consideration. This position has an anticipated start date of July 2020.

**NOTICE OF NONDISCRIMINATORY POLICY**

The School does not discriminate on the basis of race, color, religion, creed, gender, age, marital status, disability, national or ethnic origin or sexual orientation in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.