POSITION ANNOUNCEMENT

MIDDLE SCHOOL GRADE DEAN

The Middle School Grade Dean reports to the Head of the Middle School and provides academic guidance and support for approximately 80 students in either 6th, 7th or 8th grade. The Grade Dean will also take the lead on project management for several annual middle school events and initiatives to ensure that logistics and communication are timely, organized, and clear. Responsibilities for this position may extend beyond the regularly scheduled school day and academic year.

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.

THE POSITION AND RESPONSIBILITIES

The Grade Dean will know every student in the class in order to support each student’s individual academic and, where necessary, emotional needs. The Grade Dean will partner with faculty, administrators, and parents on behalf of the students in the class and will serve as the primary point of contact for families. Specific responsibilities include:

- Holistic academic advising
- Planning and presentation of daily assemblies and programs
- Course registration
- Resolution of scheduling conflicts and management of schedule changes
- Regular review of academic progress (includes meeting with teachers and communicating academic progress and concerns to students, faculty, and parents) and maintaining relevant records
● Reading, proofing, archiving, and sending twice annual checklist reports and twice annual anecdotal reports of 10-15 pages per student.
● Writing annual year-end cover letters in June
● Middle School teaching/or additional responsibilities, to be determined annually
● Other administrative duties, as assigned by the Head of the Middle School, including:
  ● Overseeing and monitoring noon activities and lunchtime common spaces for Middle School Students
  ● Attending and coordinating, with the Middle School team, Middle School Community Time including organizing speakers & reserving space
  ● Planning student events such as class trips, movie nights, dances, parties
  ● Managing logistics for Parent/Teacher conferences (includes building schedule and overseeing teacher communication)
  ● Oversees in-house tutorials and learning specialist sessions

The Grade Dean will also meet regularly with the Head of the Middle School to review student progress, and to advise on any issues affecting the lives of students.

PROFESSIONAL AND PERSONAL REQUIREMENTS

A Bachelor’s degree is required and applicants should be able to demonstrate experience related to education, work with children, and an office environment. Knowledge of Veracross, familiarity with Google Suite, overall comfort with office technology, and strong written communication skills are required. The role requires someone with wit and wisdom, patience, and a sense of humor. The Grade Dean must have the capacity to create meaningful mentoring relationships with students, to work closely and effectively with faculty and administrators, and to communicate responsibly with parents. During the school year, the Grade Dean will be required to plan and attend both student events and parent meetings, and will be expected to enthusiastically attend performances, games, and other activities that may fall on nights or weekends.

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 msgradedeansearch@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

Saint Ann’s School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person’s actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, 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.