SAINT ANN’S SCHOOL

POSITION ANNOUNCEMENT: 10TH GRADE DEAN

ABOUT SAINT ANN’S SCHOOL

Saint Ann’s School is a leading independent not for profit school located in Brooklyn Heights, New York. 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 high school students are given great freedom — to achieve, to trust themselves, and to find deep satisfaction in learning for its own sake. The high school curriculum is a realm of possibilities where faculty and students meet. It is a substantive and dynamic means to engage every student. It is flexible and responsive, so that whenever feasible, our students undertake accelerated or specialized work in subject areas ranging from music to calculus to Chinese, based upon talents and interests rather than age or grade. Intellectual radiance is born of experimentation, idiosyncrasy, tolerance, and mutual respect.

Despite their prevalence in other secondary schools, we continue to eschew formally designated Advanced Placement courses, giving our teachers freedom to customize their classes and to develop their own electives based on their most lively current interests. 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. 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. Whimsy, humor, and an atmosphere of intellectual and artistic adventure are seen as valuable aids to daily discovery.
POSITION OVERVIEW

Reporting to the Head of the High School, the 10th Grade Dean position is a half-time role (the other half being devoted to teaching high school and/or middle school courses) in which the dean will provide guidance and support -- both academic and social-emotional -- for the sophomore class. The dean will help all students in the grade navigate the increasing freedom of sophomore year while also serving as point person for the parents in the grade.

The role requires someone with wit and wisdom, patience, and a sense of humor. The 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 and helpfully with parents. In addition, a commitment to diversity, equity, and inclusion work is critical.

During the school year, the 10th Grade Dean will be required to plan and attend student events and parent meetings, and will be expected to enthusiastically attend performances, interscholastic games, and other activities.

RESPONSIBILITIES

The 10th Grade Dean will get to know every child in the class in order to support each student’s individual academic and emotional needs. The 10th Grade Dean will partner with faculty, administrators, and parents to support the students in the class. Specific responsibilities include:

- Holistic academic advising;
- Course registration;
- Resolution of scheduling conflicts;
- Regular review of academic progress (which includes meeting with teachers, and communicating academic progress and concerns to students, faculty, and parents);
- Coordination with High School Learning Specialist, School Psychologist, and other members of the student support team to address social, emotional, and academic issues that arise for individual students in the grade;
- Review of all checklists and anecdotal reports;
- The writing of individual student cover letters to accompany anecdotal reports in June;
- Consulting on disciplinary issues, where appropriate, with the Head of High School
- Visiting classes to observe students as necessary
- Organization of all grade-wide events (overnight trips, social events, etc.);
- Half-time teaching;
- Other administrative duties, as assigned.
The Grade Dean will also meet regularly with the Head of High School to review student progress, and to advise on any issues affecting the lives of students in the applicable class. It should be noted that responsibilities extend beyond the school day and the academic year.

PROFESSIONAL REQUIREMENTS

- BA required, Advanced Degree preferred.
- At least three years of administrative experience in an independent school.
- 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 hsdeansearch@saintannsny.org. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Applications must be submitted by February 21, 2020 in order to ensure full consideration. This position has an anticipated start date of August 15, 2020. Several training days will be required before the position's start date, and these will be arranged according to the hired candidate's availability.

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.