



SAINT ANN'S SCHOOL

LOWER SCHOOL CLASSROOM ASSISTANT 2020–21

The Saint Ann's School LS Classroom Assistant is a full- or part-time position (8:00am–3:00pm, 3–5 days/week) for the 2020-2021 school year. The LS Classroom Assistant will work with the Lower School (as well as the Nurse's Office) to assist with health and safety protocols and offer general support and supervision of students in grades K–3. **Lower School Classroom Assistants must be in the building/on campus and must be able to be in a room with up to fifteen children in order to do their job.** In some cases, the assistant will be the in-person presence for a teacher who is working remotely all year; children will need to rely on the assistant's compassion, patience and generosity of spirit. Though LS Classroom Assistants will not be expected to develop curriculum, they will be acting *in loco magister* and should be prepared to be “teacherly” in all the best ways.

Classroom Assistants will be invited to design and host weekly interactive online workshops for Lower School students. These workshops may be designed independently and according to the Classroom Assistant's passions, interests, skill sets, and practices; they will be conducted via zoom. In the remote learning context, Classroom Assistants will assist in maintaining and supervising the “online classroom,” including, but not limited to: supervising zoom study halls, helping with small group instruction, organizing online materials.

Should learning become entirely remote, only the interactive workshop part of the position will continue.



PERSONAL AND PROFESSIONAL REQUIREMENTS

- A love of children
- A passion for the arts.
- Experience working with children required (this can include teaching but could also mean experience as a camp counselor, babysitter or caregiver)
- Strong oral communication skills.
- Comfortable giving and receiving feedback.
- Reflective, compassionate, creative, flexible, and curious.
- Strong organizational skills.
- Able to work with a team and to take direction
- A playful, positive attitude and sense of humor.
- Facility with digital technologies: gmail, google drive, zoom, and capacity for learning others
- Experience working with children required (this can include teaching but could also mean experience as a camp counselor, babysitter or caregiver)
- Bachelor's degree preferred

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, and 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.



RESPONSIBILITIES

- In collaboration with the Classroom Teachers, establish and maintain a warm and dynamic classroom community in which all children feel an authentic sense of belonging, excitement about the process of learning, and develop a serious and playful appreciation of their own and one another's creative voices.
- In collaboration with the Classroom Teachers, maintain the classroom environment and classroom routines so as to support the children's growth and learning.
- Support children's social and emotional growth through developmentally appropriate and responsive practices.
- Support children's academic growth during classroom instruction and project times.
- Support Specialty Teachers (Art, Music, Math, Science, and more) who are teaching remotely by providing in-person support and supervision for students.
- Assist the Classroom Teachers and Specialty Teachers in classroom setup and cleanup throughout the day, including: preparing tools and materials needed for classroom instruction and project work and assisting with lunchtime routines in the classroom.
- With another teacher present, supervise students' outdoor play, supporting safe and healthy risk-taking and social interaction.
- Communicate professionally and compassionately with every member of the community: students, families, and colleagues alike.
- Maintain regular communication with classroom teachers, Head of Lower School, and other faculty and staff members as needed to ensure the safety and well-being of all community members.
- Assist with Arrival and Dismissal procedures for Lower School students. This may include participating in health screening protocols, including temperature checks, in the morning and conducting the digital sign-out procedure at the end of the day.
- Uphold and model our enhanced hygiene and social distancing protocols to ensure a safe environment for all community members.
- Create and run (via Zoom) weekly synchronous workshops for students, supervise online study halls, assist with small group instruction and the maintenance of the online classroom.



COMPENSATION

\$25/hour, plus a competitive benefits package.

TO APPLY

A cover letter and resume should be emailed to classroomassistant@saintannsny.org. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. This position has an anticipated start date of September 1, 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.