



SAINT ANN'S SCHOOL

Middle School/High School Classroom Assistant

The Saint Ann's School MS/HS Classroom Assistant is a full- or part-time position (8am-3pm 3-5 days/week) for the 2020-2021 school year. The MS/HS Classroom Assistant will work with the Lower Middle School, Upper Middle School and High School offices (as well as the Nurse's Office) to assist with health and safety protocols and offer general support and supervision of students in grades four through twelve. **Bosworth assistants must be in the building/on campus and must be able to be in a room with up to twenty 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 Bosworth Assistants will not be expected to develop curriculum or direct learning, they will be acting *in loco magister* and should be prepared to be "teacherly" in all the best ways. This position terminates should learning become entirely remote.

(Please note: Interested applicants are welcome to apply for both the LS Classroom Assistant Position and the MS/HS Assistant Position—please mention in your MS/HS Assistant Position application if you are applying for both.)

RESPONSIBILITIES

- Screen children for entrance into the building
- Supervise children whose teacher cannot be on campus and must zoom into the classroom (this will include maintaining a productive and focused learning environment and being proactive when students are struggling)
- Help children with technology (Primarily: google classroom, zoom, google docs)
- Help serve lunch
- Supervise arrival and dismissal for 4th-8th graders
- Monitor multiple classrooms on a floor when high school students have free periods
- Communicate professionally and compassionately with every member of the community: students, families, and colleagues alike.



- Uphold and model our enhanced hygiene and social distancing protocols to ensure a safe environment for all community members.
- Communicate effectively with division heads and the school nurse when concerns arise

PERSONAL AND PROFESSIONAL REQUIREMENTS

- A love of children
- Strong oral communication skills.
- Experience working with children
- Comfort giving and receiving feedback.
- Flexibility
- Strong organizational skills.
- Ability 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
- 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.



COMPENSATION

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

TO APPLY

A *brief* cover letter and resume should be emailed to MSHClassroomassistant@saintannsny.org. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Applications must be submitted by August 15, 2020 in order to ensure full consideration. 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.