



## SAINT ANN'S SCHOOL

### INTERIM ASSISTANT TO THE HEAD OF THE LOWER SCHOOL 2020-21

#### 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. 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.

#### THE POSITION

The Interim Assistant directly supports the Head of the Lower School. Additionally, they are responsible for overseeing the daily theatrical production that is the Lower School and maintaining a welcoming and productive environment for all constituencies of the Lower School Building, including students, faculty, and parents. The Lower School serves approximately 240 students across grades 1, 2, and 3. **This position requires in-person attendance on all days that the school is open and operational.**

Excellent communication skills, project management capabilities, accuracy, ability to work independently and maintain confidentiality are all essential qualities, as are a great deal of patience and a lively sense of humor. The job is best done with a warm and welcoming demeanor, yet a firm hand with all constituents when necessary. There are many times when the office is met with simultaneous and time-sensitive demands from students, teachers, and parents—the Assistant must be able to prioritize among competing urgent demands and exercise good judgment and common sense in managing unexpected and at times, challenging situations. Since the office is the central hub of the Lower School, the Assistant to the Head of the Lower School, as the director of the office, helps maintain an environment that is healthy and



productive and augments the academic, social, and personal experiences for the entire Lower School.

### **PERSONAL AND PROFESSIONAL REQUIREMENTS**

- Bachelor's degree
- Minimum 3 years experience in related position
- Experience working with children
- Ability to be reflective, compassionate, creative, curious and flexible
- Excellent interpersonal, organizational, communication, and writing skills, and demonstrated ability to thrive in a diverse workplace committed to equity and inclusion
- Professionalism and willingness to serve as an advocate of the school at all times
- Familiarity with Veracross, Google applications, Microsoft word and Excel desirable

### **RESPONSIBILITIES**

The Assistant to the Head of the Lower School must be present in the Lower School Office and carry out responsibilities in person as long as the school is open. If the school must close on a short- or long-term basis due to COVID, responsibilities must be carried out remotely.

- Maintain clear lines of communication with students, teachers, and parents; connect them with appropriate resources and information and with the Head of the Lower School as needed.
- Create and maintain a welcoming space for students and teachers.
- Manage needs and crises in calm, generous, thoughtful and creative ways, seeking the support of classroom teachers and the Head of the Lower School when needed.
- Screen, log and sort incoming communication (calls, emails, drop-ins) from students, teachers and parents. Ensure a prompt response by delegating or handling.
- Confer with teachers and the Head of the Lower School about student issues as needed.
- Assist Head of Lower School with meetings and communications
- Help maintain and organize student records and files on a daily and ongoing basis, including reports, evaluations, meeting notes, attendance, after school plans, and other materials.
- Oversee the readiness and appearance of the office and order appropriate supplies
- Plan events, including but not limited to parent conference days, readings, field trips.



- Assist with anecdotal reports twice a year: collection, editing, archiving, and mailing editing of anecdotal reports.
- Assist with Lower School budget, track expenses and allocate funds as necessary.
- Coordinate beginning of year setup, ranging from the distribution of class lists and schedules to ordering supplies and preparing building.
- Help manage and address building needs, such as cleaning, repair, supplies, etc.
- Oversee fire drills and huddle in drills.
- Monitor student absences & lateness by reviewing attendance in Veracross (a school-wide database):
- Prepare all mailings, including beginning of the year mailings and reports mailings.
- Maintaining teacher and room schedules.
- Oversee arrival and dismissal of students
- Help teach academic subjects in classrooms as needed (reading group, math class, etc.)
- Help direct and coordinate floating teachers and substitute teachers; maintain faculty attendance records and payment for extra hours
- Other responsibilities as assigned.

### **COMPENSATION**

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

### **TO APPLY**

Qualified candidates should send their CV and a cover letter to [lowerschool@saintannsny.org](mailto:lowerschool@saintannsny.org)  
Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply.

### **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.