



## SAINT ANN'S SCHOOL

### POSITION ANNOUNCEMENT

#### UPPER MIDDLE SCHOOL GRADE DEAN

The Upper Middle School Grade Dean reports to the Head of the Upper 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, and occupying space in seven separate buildings clustered in Brooklyn Heights, 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. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and to sustain creative energy in every field of endeavor. We accomplish this by bringing together passionate and talented teachers with gifted and motivated students, and offering instruction shaped by the community that emerges from these relationships. In the past ten years the school has recognized that celebrating the individual must include affirming the many aspects of community members' identities. More recently Saint Ann's has made a commitment to centering anti-racism in every aspect of the life of the school.

#### 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 families 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
- Serving as the primary point of contact for parents and families of students in the grade.
- Regular review of academic progress (includes meeting with teachers and communicating academic progress and concerns to students, faculty, and families) and maintaining relevant academic reports
- 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 for each student in the grade
- Middle School teaching/or additional administrative responsibilities, to be determined annually
- Other duties, as assigned by the Head of the Upper Middle School, including:
  - Overseeing and monitoring noon activities and lunchtime common spaces for Upper Middle School students
  - Facilitating and leading, with the Upper Middle School team, DEI workshops for Middle School Community Meeting and an appropriate Affinity Space
  - Planning and participating in student events such as class trips, movie nights, dances, parties
  - Managing logistics for family conferences (includes creating schedule and overseeing teacher communication)
  - Overseeing in-house tutorials and learning specialist sessions

The Grade Dean will also meet regularly with the Head of the Upper 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 in an academic or artistic discipline is required as well as significant experience in teaching (preferably middle school) and/or school administration.. The role requires someone with wit and wisdom, patience, and a sense of humor. The Grade Dean must have the capacity and desire to create meaningful mentoring relationships with students, to work closely and effectively with faculty and administrators, and to communicate responsibly with families. Knowledge of Veracross, familiarity with Google Suite, overall comfort with office technology, and strong written communication skills are required. 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 plays, 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 [msgradedeansrch@saintannsny.org](mailto:msgradedeansrch@saintannsny.org). Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Applications must be submitted by April 30,



2021 in order to ensure full consideration. This position has an anticipated start date of August 15, 2021.

### **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.