



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: UPPER MIDDLE SCHOOL ASSISTANT

Saint Ann's School seeks an Upper Middle School Assistant for Fall, 2022. The Upper Middle School is comprised of Grades 6, 7, and 8 with 240 students. Students have a bustling and dynamic schedule of classes ranging from core academic classes, the introduction of language study and a robust offering of music, visual art, and theater elective classes. The Upper Middle School Office is a place where students can come check in with their deans, grab an apple, or advocate for themselves. Our philosophy centers around fostering the curiosity of children and supporting them in making school worthwhile and fulfilling. We also center equity and inclusion. 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.

ABOUT SAINT ANN'S SCHOOL

Saint Ann's is among the largest and most selective independent schools in New York City, known for the breadth and depth of its curriculum in academic disciplines and the visual and performing arts. 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. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth. Recently, Saint Ann's has made a commitment to centering anti-racism in the life of the school.

RESPONSIBILITIES

The Upper Middle School Office Assistant works to complete a variety of tasks that support a bustling office filled with energetic, opinionated, and thoughtful middle school children in grades 6-8. Steady contact with teachers, families, and adolescents enlivens the day and provides a background for routine office work. The position requires a detail-oriented and thorough approach to organization, accompanied by a strong ability to pivot and prioritize. This person has infinite patience, a love of children, a sense of humor, an equity mindset, strong written and verbal communication skills, and



deep comfort with technology. Our ideal candidate can listen to and help children navigate a wide array of issues while maintaining appropriate boundaries.

The UMS Office Assistant position is a full-time role, reporting to the Head of the Upper Middle School.

- Serve as the face of the Upper Middle School Office, greeting visitors; responding to emails from students, teachers, and families; answering calls, checking voicemail, etc.
- Maintain accurate, real-time attendance records in our database, and communicate information to Deans and teachers as appropriate.
- Support the Head of the Upper Middle School and Grade deans, managing their calendars, especially with registration meetings.
- Manage the Upper Middle School budget, tracking payables like invoices, credit card statements, etc., and provide the Head of the Upper Middle School with monthly reports.
- Communicate messages to students, including organizing and disseminating daily assembly announcements.
- Manage office supplies and technology.
- Shepherd the checklist and anecdotal report process, including copy edits and file uploads.
- Assist in planning division events, like grade orientations, community service projects, and grade-wide retreats, and chaperoning as needed.
- Collaborate with other administrative offices as necessary.

The Assistant will perform these and other administrative tasks, as assigned by the Head of the Upper Middle School or Grade Deans, in a lively office simmering with tweens, teachers, and visitors.

PERSONAL AND PROFESSIONAL REQUIREMENTS

A Bachelor's degree is preferred, and excellent written and oral communication skills are key. Applicants should be able to demonstrate experience related to education, work with children, and an office environment. Fluency with the Google Apps and Microsoft Office suites of programs. Experience with the Veracross school database system is a plus.



COMPENSATION

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

TO APPLY

Interested applicants should send a cover letter that speaks directly to the school's mission (you can learn more about us at <https://saintannsny.org/>) and a resume to UMSAssistant@saintannsny.org. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Position is open until filled. Anticipated start date of mid-August, 2022.

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, 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.