



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: ASSOCIATE HEAD OF THE LOWER SCHOOL

Saint Ann's School, an independent, non-sectarian day school enrolling approximately 1,100 students in Pre-Kindergarten through High School, seeks a dynamic, experienced, passionate, and nurturing educator to serve as the Associate Head of the Lower School, which encompasses grades 1-3. We seek an individual who is learned but not pedantic, serious but with a capacious sense of humor, someone who possesses the ineffable qualities necessary to form meaningful relationships with gifted and boisterous Lower School students who hold a multiplicity of identities and come from myriad backgrounds, and who has the qualities that make for a natural mentor amongst a cadre of extraordinary teachers.

ABOUT SAINT ANN'S SCHOOL AND THE LOWER 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.

Our Lower School students are independent beings with exquisite minds and a natural desire to learn. They are ready for any intellectual foray and capable of deep, authentic plunges into academic areas and the arts. We give our teachers great freedom to teach what they love—be it a Calvino story, ancient Egypt and Islam, or the Great Depression—and to carry out the joyful task of integrating the practice of academic skills into these meaningful content areas. We think of Curriculum as the vehicle that brings sophisticated intellectual and artistic ideas and pursuits into the realm of childhood, and as the terrain in which we build relationships, ask questions of the world, make discoveries, and ultimately cultivate a passion for life-long learning. We know that differences in thought and identity,



both in our student body and in our faculty, are necessary for learning and discovery. Our vision as a school will be achieved only when all of our students and faculty have a deep sense of belonging, and feel affirmed with respect to their race, gender, ethnicity, socioeconomic status, sexual orientation, ability, age, and religion, and to the unique, acategorical aspects of who they are.

THE POSITION AND RESPONSIBILITIES

The Associate Head of the Lower School reports directly to the Head of the Lower School School and is charged with supporting and leading many aspects of the Lower School Program. On a daily and strategic basis, the Associate Head of the Lower School interfaces with many different school constituencies: with our 240 Lower School students and their families, with the Head and Associate Teachers in Lower School classrooms, with members of our Student Support team, with faculty and administrators throughout our many academic and artistic departments, with members of our Buildings & Grounds team, and with other members of the administrative staff who share responsibility for the everyday operations of the school. Acting in a supporting and collaborating role in many key areas, the Associate Head of the Lower School will assume primary responsibility for supervising the Associate Program, which structures the 3-year experience of our Associate Teachers in the Preschool, Kindergarten, and Lower School. The Associate Head of the Lower School works closely with the Head of the Lower School as specified below or as assigned by the Head of the Lower School.

Specific responsibilities of the Associate Head of the Lower School include:

- Working closely with the Division Head to develop and implement goals for the division and assess progress towards these goals throughout the school year
- In consultation with the Division Head and the Dean of Faculty, assuming primary responsibility for the Associate Program through the design and planning of monthly Associate meetings and through the ongoing supervision, mentorship, and evaluation of the Associate Teachers (~15).
- Collaborating with the Division Head and the Diversity and Institutional Equity Coordinator on equity focused initiatives, practices, lessons, and training that support both students and faculty.
- Working with the Student Support team, attending to the academic, social, and emotional support of a portion of the Lower School student population (attending student support meetings and communicating with teachers, outside service providers, and families).



- In collaboration with the Head of the Lower School, setting and maintaining the annual budget; ensuring that all necessary inventories are maintained throughout the school year (classroom supplies, books, snacks, furniture, etc.)
- Participating in equitable hiring processes for all open Associate and Head Teacher positions with the goal of recruiting and retaining a diverse faculty.
- Assisting in the planning and facilitation of regular Lower School Faculty meetings.
- Assisting in the planning and presentation of Lower School events that bring the school together, such as concerts and performances, and keeping the school community informed and involved in these activities.
- Assisting in the reading and editing of all anecdotal reports at the mid-year and year-end. Communicating with teachers about these reports. Ensuring that reports are honest, affirming, and embrace the whole child and their aspirations, identity, and achievements.
- Assisting in regular communications with families and faculty members.
- Assisting in daily and project-specific coordination and communication with Buildings and Grounds staff to plan and oversee building repairs, renovations, and cleaning
- Working with all members of the Division Office to ensure the safety of our community, including through coordination of mandatory drills and the communication of safety policies
- Supporting our students in positive, collaborative resolution of all problems – both routine and unique – as they arise, so that all students feel a strong sense of belonging at school
- Being a visible presence throughout the Lower School

PROFESSIONAL AND PERSONAL REQUIREMENTS

- Education: Bachelor's degree required; advanced degree preferred
- Work Experience: Minimum of five years experience in a relevant position that includes work with children in this age group in a diverse school setting, including lead teaching, administrative and supervisory and / or mentoring experience, and student advising.
- Preference for candidates with a strong specialty focus in literacy or math instruction.
- Equity Focus: Demonstrated capacity to bring an equity lens to all aspects of their work.
- Communication Skills: Superb written and oral communication skills that capture and effectively communicate the school's mission to all constituencies and that enrich the school's culture.
- Interpersonal Skills: Superior interpersonal skills, the ability to engage effectively with students, parents, faculty, and other members of the school community in a way reflective of



the school's culture and to project professional competence, leadership capability, discretion, judgment and personal maturity.

- Collaborative Spirit: Proven track record as a team player in dynamic environments and among a diverse community of colleagues; experience in independent schools preferred.
- Wit, intelligence, empathy, humor and equanimity are expected.

COMPENSATION

Saint Ann's School offers a competitive compensation package, commensurate with level of experience & education, plus benefits. The salary range for this position is \$95,000-\$125,000.

TO APPLY

A cover letter, writing sample, resume, and list of references should be emailed to lowerschoolsearch@saintannsny.org. Cover letters should speak *directly to the school's mission* (more information is available at our website www.saintannsny.org). Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. This position has an anticipated start date of August 1, 2023. The deadline for application is January 20, 2023.

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.