



SAINT ANN'S SCHOOL

**POSITION ANNOUNCEMENT:
AFTERNOON ASSISTANT / AFTER SCHOOL TEACHER
OR
AFTERNOON ASSISTANT / AFTER SCHOOL COORDINATOR**

Afternoon Assistant / After School Teacher

The role is a hybrid role with hours straddling our regular school day and our After School Program. During school day hours, (until 2:45pm), the Afternoon Assistant will perform a variety of duties throughout the Lower School (1st-3rd grade). Among these responsibilities, they will: work alongside Classroom Teachers in classrooms of 20 students during academic lessons and project times, independently lead activities or story sessions in those classrooms, supervise play time in the classroom, on the rooftop playground, or at the Park; supervise lunch, and assist with other essential tasks related to the smooth daily operation of our school. They may occasionally be asked to provide afternoon sub coverage if one of the two classroom teachers is absent. During these hours they will report to the Head of Lower School and the Associate Head of Lower School.

During After School Program hours, which begins at 2:45 and ends at 5:45pm, the After School Teacher supervises students and leads classes in our After School program (K-5th grade). During these hours they will report to the Director of After School.

Afternoon Assistant / After School Coordinator

For applicants who have experience working in After School at Saint Ann's and would like to take on more of a leadership role, there may be After School Coordinator positions open for 2022-2023. The role is a hybrid role with hours straddling our regular school day and our After School Program. Duties up until 2:45pm pm are outlined above. During the hours after 2:45pm until the end of After School (5:45pm), the After School Coordinator will be in direct contact with the Director, the After School teachers, the students, and occasionally the division heads, enabling smooth communication between all parties. The main purpose of having a Coordinator in each division every day is to provide continuity for the children and the program. The Coordinator will be responsible for communicating what activities are happening that day as well as any changes to the teachers and the children participating. The Coordinator will also communicate any issues or incidents that arise during



programming and provide details of how the issues were resolved to the Director and Division Heads when needed.

For all positions, we seek the curious, the artistic, the passionate. We are eager to meet candidates who love children and approach them with generosity and curiosity.

Position hours vary by role:

- 9:00-5:00 for Afternoon Assistant / After School Teacher
- 10:45-5:45 for Afternoon Assistant / After School Coordinator
- Compensation reflects time commitment and level of responsibility

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. Saint Ann's is committed to centering anti-racism in the life of the school.

RESPONSIBILITIES

- Supervise groups of students both during the school day and during After School program hours
- Maintain a productive, happy classroom environment and classroom routines, both during the school day hours and during After School Program hours
- Support children's social and emotional growth through developmentally appropriate and responsive practices.
- Supervise students' outdoor play, supporting safe and healthy risk-taking and social



interaction.

- Supervise lunch in the Lower School cafeteria
- Collaborate with the Lower School Office, Director of After School and After School Coordinators, and at times Division Heads, to establish and maintain a warm and dynamic community in which all children feel an authentic sense of belonging and excitement about the process of learning and playing together.
- Communicate professionally and compassionately with every member of the community: students, families, and colleagues alike.
- Daily check-ins with the Lower School Office, Director of the After School program and Coordinators regarding scheduling.
- Maintain reliable communication with the Lower School Office and Director of After School to ensure the safety and well-being of all students.
- Uphold and model any Covid-related protocols.
- Oversee daily attendance and dismissal to parents/caregivers during the After School program.
- Arrange and distribute materials, including snack set-up and clean-up.
- Assist in teaching After School Specialties and Workshops.

PERSONAL AND PROFESSIONAL REQUIREMENTS

- A love of children
- An active commitment to equity and inclusion.
- A passion for the arts
- Stellar oral communication skills.
- Comfortable giving and receiving feedback
- Reflective, compassionate, creative, flexible, and curious
- Strong leadership and organizational skills
- Maturity and good judgment
- A playful, positive attitude, and sense of humor
- Ability to create and engage children in activities and games
- Ready to joyfully engage all students and handle moments of conflict with care
- Connect with other adults working within the school
- Responsible, punctual, and professional



- Experience working with children required (this can include teaching but could also mean experience as a camp counselor, babysitter or caregiver).
- Bachelor's degree preferred but not required

COMPENSATION

This is a one-year, full-time faculty position with a competitive compensation package including benefits. Salary range of \$40,000-\$48,000, commensurate with education and experience.

TO APPLY

Please submit a resume and a cover letter that speaks directly to the school's mission and indicate how you heard about the position. Materials should be submitted to AfternoonPosition@saintannsny.org. Please visit our website, www.saintannsny.org, for more information regarding our mission, vision, and history. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Start date is late August 2023; on or around Monday, August 29. This position follows the school calendar and extends approximately one week after the end of school. Position is open until filled.

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.