



SAINT ANN'S SCHOOL

KINDERGARTEN ASSISTANT AND SUBSTITUTE TEACHER (One Year Position)

Beginning in the fall of 2023, the Lower Grades Assistant/Substitute Teacher will work expressly with the Kindergarten Program during the school day hours (8:15–2:45 p.m.) to support needs related to a leave of absence. In this capacity, they will perform a variety of duties throughout the Kindergarten. 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 playground, or at the Park; supervise lunch and rest, and assist with other essential tasks related to the smooth daily operation of our school. They may also be asked to provide sub coverage if one of the two classroom teachers is absent. During these hours they will report to the Head of the Kindergarten. After January of 2024, the Kindergarten Assistant/Substitute Teacher will continue in a full-time role, but may also be asked to provide sub coverage in classrooms across our Kindergarten and Lower School (Grades 1-3). When subbing, teachers report to the Division Head of the division in which they are working.

The position goes from 8:15 - 4:15, transitioning at 2:45 between Kindergarten and the After School Program. During After School Program hours, the role shifts to one of *After School Teacher*. As After School Teacher, the teacher in this role supports and facilitates a smooth transition to After School for our participating Kindergarteners, and 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.

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 are 8:15 - 4:15.

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 students at lunch and rest times.
- Collaborate with the Division 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 Kindergarten Office, Director of the After School program and After School Coordinators regarding scheduling.
- Maintain reliable communication with the Kindergarten 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. This is a new position, and we reassess our staffing model every year.

TO APPLY

Please email a resume and a cover letter that speaks directly to the school's mission to KindergartenAssistant@saintannsny.org and indicate how you learned of the position. 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 28. Position open until filled.



This position follows the school calendar and extends approximately one week after the end of school.

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.