



## SAINT ANN'S SCHOOL

### POSITION ANNOUNCEMENT: 10th GRADE DEAN

Reporting to the Head of the High School, the 10th Grade Dean is a student advisor who provides guidance and support—both academic and social-emotional—for the 10th grade class. The Dean will help all students in the grade navigate the increasing freedom of sophomore year while also serving as point person for the parents/guardians in the grade. This position involves 75% administrative work and 25% classroom teaching work (four to five periods per week) in the selected candidate's area of expertise.

The role requires patience, wisdom, organization, and a sense of humor. The Dean must have the capacity to create meaningful mentoring relationships with students; to work closely and effectively with faculty and administrators; and to communicate responsibly and helpfully with parents. A commitment to diversity, equity, and inclusion work is critical.

During the school year, the 10th Grade Dean will be required to plan and staff student events and parent/guardian meetings, and will be expected to attend performances, games, dances, and other activities. One weekend class trip and two Saturdays of testing coordination will also be required.

### ABOUT SAINT ANN'S SCHOOL

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 and free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. With a faculty and staff numbering close to 400, and nearly 1100 students, Saint Ann's is among the largest and most selective independent schools in New York City. 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. Saint Ann's is committed to centering anti-racism in the life of the school. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth.

### RESPONSIBILITIES



The 10th Grade Dean will get to know every child in the class, partnering with faculty, administrators, and parents/guardians to support each student's individual academic and emotional needs. Specific responsibilities include:

- Holistic academic advising, including course registration and resolution of scheduling conflicts;
- Regular review of academic progress (with students, teachers, and parents/guardians);
- Coordination with our Learning Specialists, School Psychologists, and other members of the student support team to address 10th grade social, emotional, and academic issues;
- Frequent contact with sophomore parents/guardians about their child's progress or challenges.
- Review of all checklist and anecdotal reports; including goal-setting meetings mid-year;
- Devising standardized testing plans (ACT, SAT, etc.) with sophomores each spring;
- Consulting on disciplinary issues, where appropriate, with the Head of High School;
- Participate in weekly High School DEI group sessions;
- Organization of grade-wide events (overnight trips, social events, etc.);
- Classroom teaching;
- Other administrative duties, as assigned.

The Grade Dean will also meet regularly with the Head of High School to review student progress and to advise on any issues affecting the lives of students in the grade. It should be noted that responsibilities occasionally extend beyond the school day; and beyond the students' academic year.

## **PERSONAL AND PROFESSIONAL REQUIREMENTS**

- BA required; advanced degree preferred.
- Prior administrative or mentoring experience in a school setting.
- Demonstrated commitment to advancing diversity, equity, and inclusion work in an independent school or similar environment.
- Experience working with high school-age students is highly desirable.
- Familiarity with the standardized tests and study processes that sophomores undertake.
- Superb written and oral communication skills that capture and effectively communicate the school's mission to all constituencies..
- Superior interpersonal skills: the ability to engage effectively with students, parents, guardians, 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.

- Proven track record as a leader of faculty, students and programs in independent schools.
- Charisma, wit, intelligence, empathy, humor and equanimity will be in demand every day.

## **COMPENSATION**

This is a full time exempt Administrative position with a competitive compensation package including benefits. Salary range of \$ 90,000–\$105,000 commensurate with education and experience.

## **TO APPLY**

Interested candidates should submit their cover letter, resume, and list of references to [this link](#) by April 5, 2024 in order to ensure full consideration. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. This position has an anticipated start date of August 15, 2024. Several training days will be required before the position's start date, and these will be arranged in accordance with the hired candidate's availability.

## **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.