



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: UPPER MIDDLE SCHOOL GRADE DEAN

The Upper Middle School Grade Dean reports to the Head of the Upper Middle School and provides academic guidance and support for approximately 80 students in either sixth, seventh, or eighth grade. The Grade Dean will also take the lead on project management for several annual middle school events and initiatives to ensure that logistics and communication are timely, organized, and clear. Responsibilities for this position may extend beyond the regularly scheduled school day and academic year.

The Upper Middle School comprises sixth, seventh, and eighth grade with a total of 240 students. Students have a bustling and dynamic schedule of classes ranging from core academic classes, including the introduction of language study, and a robust offering of music, visual art, and theater elective classes. 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 growth while not using these as any kind of predictive, fixed measure for the student's future. Whimsy, humor, and an atmosphere of intellectual and artistic adventure are seen as essential to daily discovery.

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 Grade Dean will know every student in the class in order to support each student's individual academic and, where necessary, emotional needs. The Grade Dean will partner with teachers, administrators, and families on behalf of the students in the class and will serve as the primary point of contact for families. Specific responsibilities include:

- Plan and implement a holistic approach to academic advising
- Planning and presentation of daily assemblies and programs
- Leading as the division point of contact for student course registration and student scheduling
- Serving as the primary point of contact for parents and families of students in the grade
- Closely monitoring and tracking student academic progress (includes meeting with teachers and communicating academic progress and concerns to students, faculty, and families) and maintaining relevant academic reports
- Guiding and supporting teachers with common classroom culture and management issues
- Providing input on student progress based on classroom observations, anecdotal reports, and review of student work
- Leading and supporting faculty meetings on grade- or student-related issues including professional development in the areas of classroom culture and DEI work
- Reading, proofreading, archiving, and transmitting to families biannual checklist reports and biannual anecdotal reports of 10–15 pages per student
- Writing annual year-end cover letters in June for each student in the grade
- Leading a daily full-grade check-in at assembly focused on announcements and gradewide culture
- Middle School teaching/or additional administrative responsibilities, to be determined annually
- Other duties, as assigned by the Head of the Upper Middle School, including:
 - Overseeing and monitoring noon activities and lunchtime common spaces for Upper Middle School students
 - Teaching one course of Grade Check In (advisory class 5–6 periods weekly)
 - Facilitating and leading, with the Upper Middle School team, DEI workshops for Middle School Community Meeting and an appropriate Affinity Space
- Partnering with the Student Support Team, Department Chairs, and the Office of Diversity, Equity and Inclusion on initiatives, issues, and endeavors
- Planning and participating in student events such as class trips, movie nights, dances, parties



- Managing logistics for family conferences (includes creating schedule and overseeing teacher communication)
- Overseeing in-house tutorials and learning specialist sessions
- Collaborating very closely with fellow Deans and the Division Head to align goals and initiatives across all middle grades based on annual team goals.

The Grade Dean will also meet regularly with the Head of the Upper Middle School to review student progress, and to advise on any issues affecting the lives of students.

PERSONAL AND PROFESSIONAL REQUIREMENTS

A Master's degree in education, child development, academic or artistic discipline is preferred, as well as significant experience in teaching middle school and/or leading school administration. The role is suited for someone with wit and wisdom, patience, and a sense of humor. The Grade Dean must have the capacity and desire to create meaningful mentoring relationships with students, to work closely and effectively with faculty and administrators, and to communicate responsibly with families. Knowledge of Veracross, familiarity with Google Suite, overall comfort with office technology, and strong written communication skills are required. During the school year, the Grade Dean will be required to plan and attend both student events and parent meetings, and will be expected to enthusiastically attend plays, performances, games, and other activities that may fall on nights or weekends.

COMPENSATION

This is a full time exempt Administrative position with a competitive compensation package including benefits. Salary range of \$ 85,000 - \$105,000 commensurate with education and experience.

TO APPLY

Interested candidates should submit their cover letter, resume, and a writing sample by April 8, 2024 to [this link](#). Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Anticipated start date of August 16, 2024.

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.