POSITION ANNOUNCEMENT: LOWER SCHOOL ASSISTANT / AFTER SCHOOL TEACHER OR COORDINATOR

This is a hybrid role with hours straddling our regular school day and our After School Program. During school day hours, (until 2:45 p.m.), the Lower School 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; independently lead a reading group as a substitute, supervise playtime 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 will regularly 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 Lower School and the Associate Head of Lower School.

During After School Program hours, which begin at 2:45 p.m. and ends at 5:45 p.m., 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.

Lower School 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 an After School Coordinator position open for 2023–2024. The role is a hybrid role with hours straddling our regular school day and our After School Program. Duties up until 2:45 p.m. are outlined above. During the hours after 2:45 p.m. until the end of After School (5:45 p.m.), the After School Coordinator will be in direct contact with the Director of After School, the After School teachers, the students, and occasionally the Division Heads, ensuring 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 the day’s activities and any changes to the teaching team and the roster of children participating. The Coordinator will also be responsible for communicating any issues or incidents that arise during programming, seeking help from other administrators if necessary, and providing details of how the issues were resolved to the Director of After School and the Division Heads.
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, curiosity, and care.

Position hours vary by role:
- 9:00 a.m.–5:00 p.m. for Afternoon Assistant / After School Teacher
- 10:45 a.m.–5:45 p.m. for Afternoon Assistant / After School Coordinator

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

- 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
• 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, good judgment, and appropriate boundary-setting skills
• 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

These are full-time, exempt faculty positions with competitive compensation packages including benefits.

Annualized salary of $42,900 for the role of Afternoon Assistant / After School Teacher (9:00 a.m.–5:00 p.m.)

Annualized salary of $40,425 for the role of Afternoon Assistant / After School Coordinator (10:45 a.m.–5:45 p.m.)

TO APPLY

Interested candidates should submit their cover letter and resume to this link. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Anticipated start date of mid-August, 2024. Deadline to apply is June 5, 2024.
This is a novel, one-year position, and we reassess our staffing model every year. **This is a one-year role. Contracts for this role are not renewed year to year.** Eligible candidates may be invited to apply for open positions for future years.

**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.