

# SAINT ANN'S SCHOOL



## POSITION ANNOUNCEMENT: ASSOCIATE HEAD OF SCHOOL FOR OPERATIONS



Since its founding in 1965, Saint Ann's—an independent, non-sectarian day school serving students in preschool through 12th grade—has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free from the encumbrances of formal grading, prizes, and rankings. Saint Ann's is unabashedly committed to an education that is a deep and meaningful exploration of the arts and academic disciplines, through which students come to a profound understanding of, or at least grapple with, the human condition. Saint Ann's strives to be an equitable community, constantly open to inquiry, in which each member feels a sense of belonging.

Saint Ann's invites applications, nominations, and inquiries as it embarks upon a search for Associate Head of School for Operations, a key position on the core leadership team overseeing campus facilities and operations, campus support services, and other operational components of a complex portfolio.

## ABOUT SAINT ANN'S SCHOOL

With about 400 employees and over 1100 students, Saint Ann's is among the largest and most selective independent schools in New York City. The lives of its graduates speak powerfully to the potential of an education designed to ignite a love of learning and sustain creative energy in every field of endeavor. It does 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, it invites all community members to take risks, pursue knowledge, and celebrate growth.

Saint Ann's currently spans across eight different properties in Brooklyn Heights. The School's main building at 129 Pierrepont Street is currently home to grades 4–12 and Grades 1–3 are located a block away at 153 Pierrepont Street. The School is currently renovating a newly acquired property at 142 Pierrepont which will house its Kindergarten (currently in leased space two blocks away) along with additional classrooms, and performance and community spaces; that space is scheduled to open in the Fall of 2026.

Saint Ann's financial condition is strong with an annual operating budget of approximately \$65 million. The School has a healthy endowment valued at \$60 million and significant operating reserves. The ongoing \$60 million renovation of 142 Pierrepont (see above) is being funded by a combination of gifts and borrowing.

To learn more about Saint Ann's, please visit [saintannsny.org](http://saintannsny.org).

## KENYATTE A. REID, HEAD OF SCHOOL

Kenyatte A. Reid began his tenure as Saint Ann's Head of School in the fall of 2023, the fourth in the School's history. As a parent of three Saint Ann's graduates, Kenyatte has been a joyful, first-hand observer of the heights Saint Ann's students can reach when inspired by the School's deeply committed and talented faculty. As a life-long educator whose career began in the classroom, Kenyatte has demonstrated an ability to lead communities of students, teachers, and administrators with wisdom, thoughtfulness, and empathy.

Kenyatte came to Saint Ann's from the New York City Department of Education, where he served as Executive Director of School Culture and Climate. He began his career as a teacher at Satellite III Middle School 103 (MS 103) in Clinton Hill/Bedford Stuyvesant. As a former student at MS 103, Kenyatte credits the school as the place that ignited his passion for education. He eventually became the Principal of MS 103, before moving on to become the Founding Principal of Eagle Academy of South Queens, where he created a 6th–12th grade public school that served at-risk students.



## THE ROLE OF ASSOCIATE HEAD OF SCHOOL FOR OPERATIONS

The Associate Head works in close partnership with the Head of School to advance the School's mission and to achieve educational and operational goals. The outgoing Associate Head has been in the role for nearly 15 years and at the School for nearly 30. His relocation out of state creates a void in the operational fabric and institutional memory of the School, and it also creates an opportunity for a new Associate Head to partner with the Head to gradually reshape the position to meet the evolving needs of a dynamic school. The new Associate Head will need to be respectful of Saint Ann's traditions and unique culture while also continuing to develop robust systems, planning frameworks, and operating procedures that can help realize the Head's strategic vision.

The Associate Head reports directly to the Head of School and works with the Core Administration and Board of Trustees to set institutional priorities, to implement strategic initiatives, and to oversee the day-to-day operations of the School. The Associate Head's responsibilities are broad and range from oversight of day-to-day operations to serving as a key thought partner for the Head of School.

### **Specific responsibilities include the following:**

- Serve on the School's Core Administrative team and lead that team in the Head's absence
- Serve on the Head of School's smaller Core Advisory Committee
- Work with Head of School and members of Core Administration to implement school-wide strategic initiatives
- Oversee day-to-day operations of Saint Ann's—including facilities, dining services, information technology, security, nursing and auxiliary programs—through effective supervision and mentoring of the talented administrative leaders of these functional areas
- Staff the Board's Facilities Committee, co-staff its Financial Aid, Admissions and Enrollment Committee, and support other Board working groups as necessary, and work with Head of School, the Board liaison and Chair of the Board to craft agendas
- Work with Director of Campus Facilities and Capital Projects to create and implement long-term master facilities plan and coordinate building schedule and safety compliance with Buildings and Grounds
- Serve on the Steering Committee, attend weekly construction and owner's rep meetings for 142 Pierrepont Street scheduled to open fall of 2026
- Oversee safety and emergency planning and procedures, coordinate necessary drills and work with other school administrators on crisis management
- Partner with the Director of People and Organizational Development to organize and coordinate administrative staff searches as needed, including senior administrative positions
- Partner with the Dean of Faculty and Director of People and Organizational Development to award Educational Assistance Program and Professional Development grants
- Oversee creation and management of the annual calendar
- Ensure compliance with legal requirements of government regulations and agencies; maintain educational standards established by the State of New York and by those agencies that examine and accredit the School
- Participate in the annual administrative staff and support staff budget contract process
- Advise on annual school publications and handbooks, and assume responsibility for special research and other projects
- Oversee the School's data management systems
- Perform other duties as assigned by the Head of School

## DIRECT REPORTS

While a working group is reviewing the School's structure and the organizational structure may evolve in the future, the following positions currently report to the Associate Head of School:

- Director of Campus Facilities and Capital Projects
  - › Director of Security and security staff
  - › Director of Facility Services and housekeeping staff
  - › Buildings and Grounds staff
- Lobby Receptionist and Administrative Support Assistant
- Coordinator of Purchasing and Supplies
- Academic Services Coordinator
- Director of Academic and Administrative Technology
  - › Assistant Director of Technology
  - › Administrative and Database Support Specialist
  - › Lead Academic Technologist
- Head Nurse
  - › MS/HS Nurse
  - › Lower School Nurse
- Director of Food Services
  - › Assistant Food Service Manager
  - › Assistant Director of Food Services
  - › Chef
  - › Cook (2)
  - › Kitchen Assistant (8)
- Director of the After School Program
- Director of the Summer Program



## DESIRED QUALITIES AND EXPERIENCES

**Successful candidates will have the following mix of experience and qualities:**

- A Bachelor's Degree and ten or more years of directly-related experience in a progressively more responsible operations management or comparable organizational leadership position
- Familiarity with the full range of operations within an independent school or related organization in the higher education or non-profit sector
- Proven capacity to move ideas from vision to execution
- Demonstrated ability to effect change through a communicative, collaborative, and inclusive style
- Experience overseeing a diverse, multilingual workforce, demonstrating a commitment to respect, empathy, inclusion, and accountability

- Track record of consistently maintaining high operational standards in a complex, multi-stakeholder environment
- Extensive experience with planning, compiling, and managing budgets
- Experience creating and systematizing operational procedures *and* successfully promoting their adoption in an environment that prizes individuality and iconoclasm
- Flexibility, resilience, and an ability to innovate when confronted with unexpected challenges
- Experience developing and mentoring administrators who oversee teams
- Excellent communication, problem solving, and project management skills

## COMPENSATION

This role is performed in-person on the Saint Ann's campus in Brooklyn Heights. The estimated salary range for this position is \$270,000–\$300,000. The school offers a robust benefits package.

## APPLICATION PROCESS

Evaluation of candidate materials will begin immediately and continue until a new Associate Head of School for Operations is named. Candidates are urged to submit their application materials no later than January 30. Interested candidates should apply using the [Talent Profile](#).

Inquiries and nominations may be sent in confidence to:

**Steven Solnick**, PhD, Managing Director

**Lisa Solinsky**, Senior Search Associate

[SaintAnnsOperations@storbecksearch.com](mailto:SaintAnnsOperations@storbecksearch.com)



## NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School hires employees 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 employees 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.