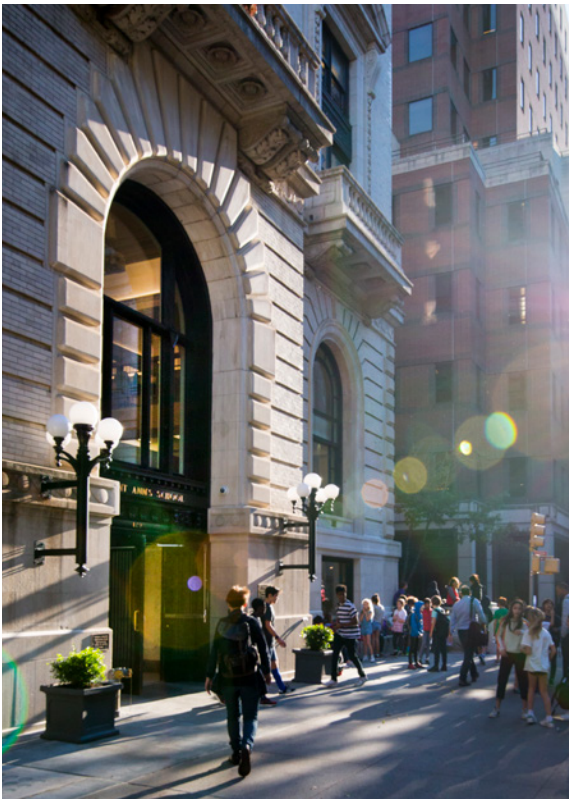


# SAINT ANN'S SCHOOL



## POSITION ANNOUNCEMENT: HEAD OF THE UPPER MIDDLE SCHOOL



Saint Ann's School, an independent, non-sectarian day school enrolling approximately 1100 students in preschool through 12th grade, seeks a visionary, dynamic, experienced, passionate, and nurturing leader for its next Head of the Upper Middle School, which encompasses 6th–8th grade. We seek an individual who will possess the ineffable qualities necessary to form meaningful relationships with bountifully talented and boisterous middle school students who hold a multiplicity of identities and come from myriad backgrounds and who has the qualities that make for a natural leader.

## 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 approximately 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.



## THE POSITION AND RESPONSIBILITIES

The Head of the Upper Middle School is charged with the comprehensive responsibility for approximately 240 students in 6th–8th grade. The Head of the Upper Middle School works closely with department chairs, the Dean of Faculty, and other division heads to assign teachers well-suited to each age group. The Head of the Upper Middle School also works closely with the Head of the Lower Middle School (4th–5th grade) and the Head of the High School (9th–12th grade) and oversees the day-to-day operations of the Upper Middle School. The Head of the Upper Middle School reports to the Head of School and serves alongside other division heads and senior administrators as a member of the School's Core Administration.

Specific responsibilities for the Head of the Upper Middle School include:

- Overseeing staff in the Upper Middle School office, which includes three grade deans and an office assistant
- Working closely with the three grade deans to ensure the academic, social and emotional well-being of all of the students in the Upper Middle School by knowing each of them, advocating on their behalf, embracing their agency over their educational choices, and embodying the sense of intellectual adventure that is at the heart of the middle school experience at Saint Ann's
- Communicating with parents/guardians to resolve issues or concerns about particular students and about school policies, curricula, and programs
- Works closely with the School Psychologist and Middle School Learning Specialist to support the educational, physical, social and emotional needs of Upper Middle School students and leads efforts to meet those needs, including academic advising and recommendation of academic tutoring or other support when necessary

- Overseeing the planning and presentation of division-wide assemblies, community time, and programs; keeps the school community informed of various programs and activities
- Assisting in the admission process for the testing, interviewing, and evaluating of applicants for enrollment in 6th–8th grade
- Working with the Head of the Lower Middle School and Head of the High School to stay informed about Lower Middle School and High School issues
- Working collaboratively with teachers and department chairs to foster the mission of the School
- Working with the Head of the Lower Middle School, shape and articulate a compelling vision of the Middle School’s values and objectives
- Consulting with the Dean of Faculty and Department Chairs on new faculty hires; observe and participate in evaluation of Middle School faculty; advise teachers in matters of classroom management, teaching methods, and school philosophy and procedures
- Consulting with the Dean of Faculty and Division heads to plan opening day faculty meetings and first, second, and third year teacher meetings and consult in the evaluation process
- Working with the testing coordinator to schedule division-wide standardized testing which includes communicating with families, relevant department chairs and working with student support staff to plan and implement follow-up steps
- Working with the Co-Directors of Diversity and Institutional Equity to spearhead strategies and activities to become a more inclusive and equitable Middle School concomitant with the diversity and equity vision for the School as a whole
- Working with the school controller to oversee and manage the Upper Middle School budget
- Being a visible presence in all areas of the School; working towards a resolution of all problems—both routine and unique—as they arise; advising the Head of School on policies and programs

## PROFESSIONAL AND PERSONAL REQUIREMENTS

- **Education:** BA required; advanced degree(s) preferred
- **Work Experience:** Minimum of five years experience in a relevant position that includes work with children in this age group — including teaching, administrative and supervisory experience, and student advising
- **Communication Skills:** Superb written and oral communication skills that capture and effectively communicate the School’s mission to all constituencies and that enrich the School’s culture
- **Interpersonal Skills:** 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
- **Leadership:** Proven track record as a leader of faculty, students, and programs in independent schools
- Charisma, wit, intelligence, empathy, humor, and equanimity are expected
- Demonstrated commitment to advancing diversity, equity, and inclusion work in an independent school or similar environment



## COMPENSATION

This is a full time exempt administrative position with a competitive compensation package including benefits. Annualized salary range of \$190,000–\$220,000 commensurate with education and experience.

## TO APPLY

Interested candidates should submit their cover letter, resume, writing sample, and references [to this link](#) by February 16, 2025. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Anticipated start date of July, 2025.



## 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.