



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: Lower School Assistant / After School Teacher

During the first semester, this is a full-time role spanning our daytime and After School programs. During the second semester, the role shifts to a part-time After School-only role with the possibility of additional hours.

Applicants only interested in the full-time first semester role are also invited to apply. Details below:

FOR THE FIRST SEMESTER (August 27-December 22): The role is a hybrid role with the hours of 9:00 a.m.-5:00 p.m., straddling our regular school day and our After School Program. During school day hours, (9:00 a.m.- 2:45 p.m.), the Lower School Assistant will perform a variety of duties throughout the Lower School (1st-3rd grade). These responsibilities will include: working alongside classroom teachers in classrooms of 20 students during academic lessons and project times, independently leading activities or story sessions in those classrooms, supervising playtime in the classrooms, on the rooftop playground, or at the park; supervising lunch, and assisting with other essential tasks related to the smooth daily operation of our school. The person in this role may occasionally 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.

From 2:45-5:00 p.m., the After School Teacher will work in the After School Program, supervising students and leading classes in our After School program (K-5th grade). During these hours they will report to the Director of After School.

FOR THE SECOND SEMESTER (January 5-June 12): This is a part-time role with greater flexibility and variability. After School-related responsibilities will continue, at a rate of \$25/hour, along with the opportunity to increase After School hours to 15 hours/week (Monday-Friday 2:45-5:45 p.m.). There will also be opportunities to sub in Lower School, as needs arise. Day-of subbing assignments are coordinated by the Lower School Office (and occasionally other Division Offices throughout the school). The hourly rate for subbing is \$35 an hour. There may also be opportunities to apply for other short-term roles that open up second semester.



We seek the curious, the artistic, the passionate. We are eager to meet candidates who love children and approach them with generosity and curiosity.

Applicants only interested in the full-time first semester role are also invited to apply.

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.

RESPONSIBILITIES

RESPONSIBILITIES - First Semester (Monday-Friday 9:00 a.m.-5:00 p.m.)

- 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, 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 After School 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.
- Uphold and model health and safety protocols.
- 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.

RESPONSIBILITIES - Second Semester

- Guaranteed hours include After School Teaching hours, as mutually agreed upon: (After School Program runs Monday - Friday 2:45 p.m.-5:45 p.m.).
- Potential for additional subbing hours on an as-needed, hourly basis.
- As needs arise, employees may also be invited to apply for other internal opportunities.

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 and good judgment
- 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
- Ability to 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

This exempt faculty role is full-time for the first semester and part-time for the second semester.

The annualized salary for the first semester is \$42,487.50 including competitive benefits.

The salary rate for the second semester is per hour, subbing paid at a rate of \$35 an hour and Afterschool at a rate of \$25 an hour.

This is a new, one-year position, and we reassess our staffing model every year.

TO APPLY

Please submit a resume and a cover letter that speaks directly to the school's mission by May 23, 2025 to [this link](#). Please visit our website, www.saintannsny.org, for more information regarding our mission, vision, and history. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Start date is late August 2025, on or around Monday, August 25. This position follows the school calendar and extends approximately one week after the end of school.

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.