



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: Lower School Assistant / After School Teacher

We seek the curious, the artistic, the passionate. We are eager to meet candidates who love children and approach them with generosity and curiosity. The role is a hybrid role with hours of 9:00am-5:00pm, straddling our regular school day and our After School Program. **During school day hours (9:00am-2:45pm)**, this role provides a variety of duties throughout the Lower School (1st-3rd grade). During those hours, this position will report to the Head of Lower School and the Associate Head of Lower School.

During After School program hours (2:45-5:00pm) 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.

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

- 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 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 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.
- 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.
- Additional responsibilities may include: subbing in Lower School, administrative assistant work, and special projects as assigned by administrators.

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 is a full time exempt Faculty position with an annualized salary of \$42,487.00 and a competitive compensation package including benefits.

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, 2026. The position is open until filled.

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.