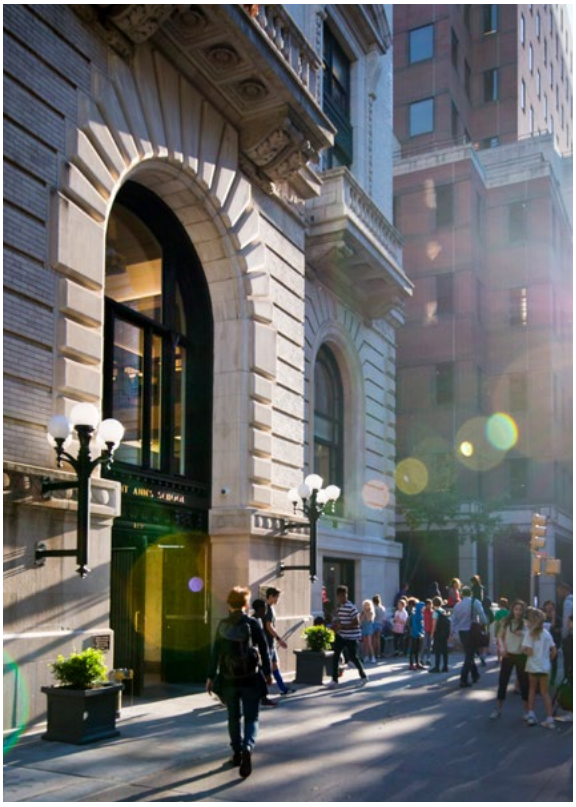
Saint Ann's School





We are seeking a visionary, deeply collaborative, warm, and playful leader to serve as our next Head of the Preschool. The ideal candidate brings a profound love of early childhood teaching and development, sharp intuition, a capacious sense of humor, and a demonstrated commitment to inclusive, anti-bias education. The Head of the Preschool is responsible for guiding and nurturing all aspects of our early childhood program, cultivating an expansive, creative, and joyful community for 56 three- and four-year-olds, their families, and the faculty and staff who teach and care for them. Working with pre-literate children requires a distinct set of pedagogical and relational gifts: emotional attunement, humor, active listening, and empathy. Serving as the primary welcome and foundational bridge into Saint Ann's, the Head of the Preschool ensures that each child's earliest educational adventure is rooted in wonder and artistic exploration, while serving as an instructional mentor, divisional administrator, and member of the School's Core Administration.

ABOUT OUR PRESCHOOL

Preschool is where the Saint Ann's journey begins—creating the vibrant foundation for all that is to come. It is an environment of wild worlds being made and unmade, unbounded exploration, and tireless inquiry: Why? How come? What if? Here, education and art-making are inseparable, fostering a community of young creators that is joyous, sparkly, twisty, delightfully messy, and deeply supported with love. Housed in the Alfred Tredway White Community Center in Brooklyn Heights—a historic, multipurpose building shared communally with the SEM Ensemble and the Heights Players community theater—our Preschool is an intimate, welcoming home. The division consists of four classrooms: two 3s classrooms of 12 students each and two 4s classrooms of 16 students each, serving a total of 56 children. Each classroom is led by a dedicated Head and Associate Teacher pairing. In addition to homeroom teachers, specialty teachers from our expansive arts and movement departments—Art, Dance, Music, and Recreational Arts—visit our classes each week, collaborating with classroom teachers and nurturing the creative capacities of our youngest learners.



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



Community & Divisional Leadership

- Maintain an active, visible, and welcoming daily presence: greeting children and families each morning, spending meaningful time in every classroom to celebrate discoveries and troubleshoot challenges, and serving as the primary line of communication for families.
- Thoughtfully and intentionally build and sustain a robust, trusting community of children, families, faculty, and staff.
- Oversee the holistic academic, physical, social, and emotional well-being of all 56 preschool students, honoring the unique developmental stages of pre-literate children.

Faculty Mentorship, Curriculum & Student Support

- Supervise, support, and evaluate Head Teachers and Associate Teachers across the four classrooms.
- Partner with the People and Organizational Development office to review teacher applications, interview, and hire new preschool faculty.
- Collaborate closely with the Preschool, Kindergarten & Lower School Coordinator of Institutional Diversity and Belonging to support teachers with inclusive, culturally responsive curriculum development.
- Work in close partnership with the Preschool, Kindergarten & Lower School Counselor when academic, behavioral, or emotional referral supports and outside interventions are necessary.
- Act as the divisional liaison between Specialty Teachers (Art, Dance, Music, and Recreational Arts) and their respective academic departments.

Admissions & Enrollment

- Lead the Preschool admissions process in partnership with the Admissions Office: review all preschool applicant files, identify an interview cohort of 85–95 applicants, coordinate family tour and playgroup schedules, conduct parent tours, supervise Saturday playgroups (held across five Saturdays in January and February), and determine the final student acceptance list.

Operations, Compliance & Community Relations

- Serve as primary liaison to the New York City Department of Health and Mental Hygiene (DOHMH) for annual inspections, ensuring all student, faculty, and staff health records and early childhood teacher training certifications are systematically tracked and kept up to date.
- Work closely with the Building Manager to oversee the maintenance, security, and day-to-day operations of the Preschool facility.
- Navigate and steward the shared communal spaces within the AT White Community Center alongside co-tenants (SEM Ensemble and Heights Players), represent Saint Ann's School on the AT White Board of Directors, and attend all regular board meetings.
- Represent the Preschool as an active member of the Core Administration, participating in institution-wide leadership meetings and advising the Head of School on institutional policies and programs.

PROFESSIONAL AND PERSONAL REQUIREMENTS

- Master's degree in Early Childhood Education, Child Development, or a related field (required per DOHMH licensing standards)
- Substantial early childhood teaching and administrative/supervisory leadership experience
- Deep pedagogical understanding of pre-literate children, accompanied by exceptional skills in emotional attunement, active listening, empathy, and humor
- Demonstrated commitment to diversity, equity, inclusion, and anti-bias educational practice
- Outstanding written and oral communication skills, with the ability to convey the School's mission and ethos with warmth, clarity, and diplomacy to families, faculty, and external partners
- Strong organizational and operational capabilities, including experience with licensing regulations, record management, and shared-facility collaboration
- An abiding passion for the arts and creative inquiry
- A collaborative spirit, resilience, warmth, and a capacious sense of humor

COMPENSATION

This is a full-time, exempt administrative leadership position with a competitive compensation package including comprehensive health and retirement benefits. Annual salary range: $155,000–$170,000, commensurate with experience and education.

TO APPLY

Interested candidates should submit their cover letter and resume to this link by Sunday, November 15, 2026. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Anticipated start date of mid-August, 2027.





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.