



HEWITT

Job Title: Middle and Upper School Learning Specialist

Department: Upper School Faculty

FLSA Status: Exempt

The Hewitt School - New York, NY

ABOUT HEWITT

Established in 1920 and located in New York City, The Hewitt School is an independent K-12 girls' school whose mission is to inspire girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future. Hewitt empowers and expects our community members to embrace multiple points of view, to engage others with empathy and integrity, and to champion equity and justice in all areas of our lives. As a community, Hewitt is fully committed to a culturally diverse faculty, staff, and student body.

POSITION SUMMARY

The Hewitt School is seeking a full time or part-time middle and upper school learning specialist for the 2021-2022 school year.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Support the coordinator of middle and upper school learning resources in handling all student evaluations and planning and providing learning accommodations and support
- Apply, advocate for, and coordinate student accommodations and testing through College Board and ACT
- Coach middle and upper school teachers in the implementation of effective teaching practices supported by research on girls' education
- Serve as a member of the middle and upper school student support team

QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Experience with middle and upper school social-emotional learning and a deep appreciation for student-centered, inquiry-based, and culturally responsive teaching practices
- Experience working with middle and upper school students
- Master's degree in education with a specialization in special education or literacy

QUALIFICATIONS DESIRED

- Experience working with College Board and ACT
- Knowledge of and experience working in an independent school

- Experience in special education mathematics
- Commitment to inquiry-based pedagogy
- Fluency in multiple student-centered instructional approaches
- Commitment to student voice and agency
- Proven dedication to professional growth and purpose-driven practice
- Professional practice and ability to model contemplation as part of intellectual exploration

TO APPLY: Please submit a resumé, cover letter, and examples of previous relevant work to employment@hewittschool.org. **Please reference the job title in the subject line of your email.** No phone calls, please. Recruitment will remain open until the position is filled; applicants should apply as soon as possible for consideration.

IMPORTANT INFORMATION

The Hewitt School is an Equal Opportunity Employer. It has been and will continue to be a fundamental policy of the school not to discriminate on the basis of any category prohibited by applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.