



# HEWITT

**Job Title: Lower School Literacy Specialist**

**Department: Lower School**

**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.

The Hewitt School is seeking a lower school literacy specialist for the 2022-2023 academic year.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Mentor and coach teachers in literacy instruction and offer professional development opportunities for teachers
- Push into classrooms to work alongside homeroom teachers to differentiate instruction
- Serve as an interventionist, working with small groups of students for support or enrichment during the school day or before school when necessary
- Support homeroom teachers in administering formative benchmark assessments and in analyzing data to identify student learning goals
- Attend and participate in weekly planning meetings for each grade level to maintain the scope and sequence of lower school literacy curriculum
- Serve on the K-12 learning and innovation team as a learning design coach to ensure K-12 curriculum alignment
- Work closely with the lower school leadership and admissions teams to assess prospective students
- Serve as a resource to parents and guardians

## QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Master's degree in education or literacy
- A deep understanding of early childhood and elementary education and in-depth knowledge of reading and writing processes, balanced literacy, language acquisition, assessment, and instruction

- Experience with the reading and writing workshop methodology and with multi-sensory, Orton-Gillingham-based word study programs
- Extensive lower school teaching experience in grades K-4
- Knowledge of and experience with effective literacy curriculum design, documentation, and implementation
- Experience as an instructional coach supporting teachers' pedagogical and professional growth
- Excellent written and verbal communication skills
- A collaborative, team-focused approach to teaching and learning
- High emotional intelligence and a sense of humor

#### QUALIFICATIONS DESIRED

- Inquiry-based pedagogy
- Culturally responsive approach to teaching
- Fluency in multiple student-centered instructional approaches
- Proficient with Mac platforms; comfortable with technology or demonstrated ability to learn quickly
- Commitment to student life
- 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](mailto:employment@hewittschool.org). Cover letters should reflect a careful reading of The Hewitt School's website, including the School's academic philosophy. **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.