



# HEWITT

**Job Title: Director of Health and Wellness**

**FLSA Status: Exempt**

**The Hewitt School - New York, NY**

## POSITION SUMMARY

Established in 1920, The Hewitt School empowers girls to discover their full intellectual and creative abilities, to pursue their passions and personal best, and to lead lives of consequence with character, compassion, and conviction. Located on New York City's Upper East Side, Hewitt is an independent school serving girls in grades K through 12. As a community, Hewitt is fully committed to a culturally diverse faculty, staff and student body.

The Hewitt School seeks candidates for its inaugural director of health and wellness for the 2018-2019 school year. Reporting to the assistant head of school, this newly created position calls for a leading-edge educator and leader who is committed to developing innovative health and wellness programming for girls and young women from kindergarten through twelfth grade and who recognizes the primacy of wellness and well-being to personal success and fulfillment at all ages.

An integral and prominent member of the school community, the director of health and wellness works in close collaboration with academic colleagues across the school community - including, but not limited to, science, physical education, lower, middle, and upper school counseling, diversity and inclusivity, and the health office to develop a cohesive, research-based, and developmentally sequential curriculum for the physical, mental, social, and emotional health of girls and young women. In addition to teaching, the director of health and wellness also plays a highly visible role in ongoing parent education as well as faculty and staff professional development.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

### Health and Wellness Programming

- Develop and implement a K-12, research-based health and wellness curriculum.
- Teach wellness classes and seminars K-12.
- Coordinate with outside research specialists to integrate the newest research on girls and young women to enhance Hewitt's curriculum.
- Serve as a resource for faculty with respect to curriculum design and student support as it pertains to wellness.
- Liaise with parents' association to promote conversations around health and wellness with parent population.

- Work with faculty and advisors to develop programs that encourage healthy relationships with technology (e.g. balance, decision-making around screen time, safety, and empathy).

### Mental and Physical Health

- Work closely with lower school and middle/upper school counselors around mental health education, prevention, and wellness.
- Participate in student support committees in lower, middle, and upper schools.
- Work in partnership with the director of diversity and inclusivity to address the mental health needs for girls and young women of color in independent schools.
- Design parent education and professional development for faculty and staff about issues pertaining to mental health.
- Coordinate with the athletics and physical education department to support and enhance programming related to physical wellness and well being.

### QUALIFICATIONS REQUIRED

- Bachelor's degree
- Master's degree in public health or related field
- Experience in a K-12 school

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

### IMPORTANT INFORMATION

The successful candidate for this position must be able to provide employment references, successfully complete a post-offer background check (criminal background check and verification of education and prior employment), submit a completed physical exam by a licensed medical practitioner stating they are able to perform the essential functions of the position, and demonstrate legal work authorization to work in the United States.

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.