



# HEWITT

**Job Title: Lower School Associate Teacher**

**FLSA Status: Exempt**

**Department: Lower School Faculty**

**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.

Lower school associate teachers at the Hewitt School partner with head teachers to observe, plan and implement whole-group, small-group, and individual instruction in literacy, math, and social studies. In collaboration with head teachers, associate teachers care for homeroom students, their classroom and materials. The associate is responsible for assisting the head teacher in the monitoring of academic, social, and emotional progress of the students. Head teachers provide regular feedback and support to associate teachers looking to develop their practice and work towards future head teaching positions.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Daily preparation of materials.
- Supervising students at the park (recess), lunch, and out of school events (field trips, concerts).
- Participating in faculty meetings and other school events.
- Assisting with classroom management in homeroom and co-curricular classes.
- Supporting head teacher with parent communications and newsletters.
- Pursuing relevant professional development opportunities.
- Assessing students across academic subjects.
- Participating in parent/teacher conferences and child study team meetings.
- Possible progress report writing.
- Other typical daily teacher tasks.

## QUALIFICATIONS REQUIRED

- A deep appreciation for student-centered, engaging, and innovative teaching practices.

- Experience in early childhood/elementary classrooms.
- A master's degree in education, or currently pursuing such a degree.

#### QUALIFICATIONS DESIRED

- Knowledge of independent school culture and functioning preferred, but not required.
- Experience with Responsive Classroom techniques preferred.

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.