



HEWITT

Job Title: Lower School Head Teacher

Department: Lower School

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 is seeking a lower school head teacher for the 2019-2020 school year.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- The head teacher is responsible for the education and support of students in their homeroom.
- They will plan and implement lower school curriculum in a self-contained classroom setting, including math, reading, writing, and social studies.
- The lower school head teacher is responsible for the monitoring and evaluation of the academic, social, and emotional progress of the students.

QUALIFICATIONS REQUIRED

- The successful candidate will have a deep appreciation for student-centered, engaging, and innovative teaching practices and will welcome the opportunity to collaborate with other educators in developing integrated, student-centered curricula.
- Experience with workshop methodology is essential.
- A master's degree in education, or currently pursuing such a degree.

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 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.