



# HEWITT

**Job Title: Learning and Innovation Program Associate**

**FLSA Status: Exempt**

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

## ABOUT HEWITT

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.

## POSITION SUMMARY

The Hewitt School seeks a full-time learning and innovation program associate to support the assistant head of school for learning and innovation in strategic planning, project management, and administrative functions. Opportunity to teach a course in middle and/or upper school for qualified candidates.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Serve on the learning and innovation team in the capacity of program associate contributing to the team's thinking, taking and distributing notes, and maintaining all relevant records and files for the team.
- Conduct research to inform discussions about Hewitt's evolving commitment to educating girls and young women.
- Collaborate with the communications team on programmatic messaging, website, and curriculum materials.
- Manage the logistics of bringing thought partners and other educators to The Hewitt School for informational visits and presentations, including sharing relevant materials prior to visit, gathering questions and points of interest for visitors, and designing a meaningful experience.
- Work with assistant head of school for learning and innovation to plan parent education events on pedagogy and curriculum.
- Plan event logistics (e.g. food service, location booking, room setup) and oversee event implementation for select events such as meetings with faculty, staff, parents, and visiting speakers.
- Work with assistant head of school for learning and innovation to plan professional development experiences on campus.
- Manage the logistics of the school-wide professional development process and budget, including reservations and travel bookings.

- Support assistant head of school for learning and innovation in daily operations, including email and phone communication, budget and expense reviews, and calendar management.
- Support the instructional rounds process through informal class visits for data collection, oversight of faculty participation schedule, communications about rounds, and collection/synthesis of data.
- Participate in the annual scheduling process with the K-12 scheduling team to resolve schedule conflicts, review for student and faculty experience, and innovate in relation to programmatic needs.
- Teach or co-teach a course each year as appropriate and if qualified.

#### QUALIFICATIONS REQUIRED

- Bachelor's degree.
- Experience in teaching, education policy, and/or project management.
- High intrinsic motivation and capacity for work, strong interpersonal skills, discretion, flexibility, proactivity, ability to set priorities, and sterling independent judgment.
- Ability to work independently as well as in a team environment.
- Ability to handle multiple priorities simultaneously, and excellent organizational, technological, and follow-up skills.
- Experience with project management fundamentals (time and task management, tracking milestones and deadlines, and managing multiple collaborators or stakeholders), and familiarity with project management and productivity tools and platforms.
- Expertise (i.e. full competency and extensive experience) with Microsoft Office (Word, PowerPoint, Excel) and Google Suite (Gmail, Google Docs, Google Sheets, Google Slides).

#### QUALIFICATIONS DESIRED

- Master's degree in education or other relevant area.
- Demonstrated commitment to anti-bias education and social justice.
- Inquiry-based approach to problem solving.
- Cultural competency skills.
- Fluency in multiple student-centered instructional approaches.
- 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). **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.