



HEWITT

Job Title: Middle and Upper School Digital Arts and Design Teacher

Department: Visual Arts

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 digital arts and design teacher to teach in our middle and upper school.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Teach full load of digital arts courses with the ability to teach in various media
- Collaborate with department members on pedagogy and curricular scope and sequence
- Serve on academic committees as determined by the associate head for learning and innovation
- Serve as a full member of the community by leading clubs, electives, or activities beyond classroom duties. Attend school events such as concerts and games, and serve as proctor as needed
- Engage fully in Hewitt's commitment to implementing current research on girls in the classroom and beyond
- Write student reports and stay in regular communication with parents
- Participate in admissions and parent education events
- Write entries for the weekly divisional newsletters about class activities
- Chaperone field trips, including potential overnight trips

QUALIFICATIONS REQUIRED

- Bachelor's degree in visual arts
- Knowledge of Adobe Photoshop, Adobe Bridge, Adobe InDesign, and video editing
- Teaching experience

QUALIFICATIONS DESIRED

- Master's degree in arts or arts education
- Demonstrated commitment to anti-bias education and social justice
- Inquiry-based pedagogy
- Culturally responsive approach to teaching
- 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. **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.