



HEWITT

Job Title: Middle School Learning Specialist

Department: Middle School Faculty

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 is seeking a part-time (60%) middle school learning specialist for the 2019-2020 school year.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Support the coordinator of middle school learning resources in handling all student evaluations, planning and providing learning accommodations and support, and the administration of CTPV testing
- Coach middle school teachers in the implementation of effective teaching practices supported by research in girls' education
- Serve as a middle school advisor

QUALIFICATIONS REQUIRED

- The successful candidate will have experience with middle school social-emotional learning and have a deep appreciation for student-centered, inquiry-based, and culturally responsive teaching practices
- Experience working with middle school students
- Master's degree in education with a specialization in special education or literacy

QUALIFICATIONS DESIRED

- Experience in special education mathematics a plus
- Knowledge of independent school culture and functioning preferred
- Demonstrated commitment to anti-bias education and social justice
- Inquiry-based pedagogy

- 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.