



# HEWITT

**Job Title: Upper School Learning Specialist**

**Department: Upper School Faculty**

**FLSA Status: Exempt**

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

## ABOUT HEWITT

Established in 1920, The Hewitt School is an independent K-12 girls' school that 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. Hewitt empowers and expects our community members to embrace multiple points of view, to engage others with empathy and integrity, and to champion equity and justice in all areas of our lives. As a community, Hewitt is fully committed to a culturally diverse faculty, staff, and student body.

## POSITION SUMMARY

The Hewitt School is seeking a full time upper school learning specialist for the 2020-2021 school year.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Support the coordinator of upper school learning resources in handling all student evaluations and planning and providing learning accommodations and support
- Apply, advocate for, and coordinate student accommodations and testing through College Board and ACT
- Coach upper school teachers in the implementation of effective teaching practices supported by research on girls' education
- Serve as a member of the upper school student support team

## QUALIFICATIONS REQUIRED

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

## QUALIFICATIONS DESIRED

- Experience working with College Board and ACT
- Knowledge of and experience working in an independent school
- Experience in special education mathematics

- Demonstrated commitment to anti-bias education and social justice
- Commitment to inquiry-based pedagogy
- Fluency in multiple student-centered instructional approaches
- Commitment to student voice and agency
- 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 the position is filled; applicants should apply as soon as possible for consideration.

#### IMPORTANT INFORMATION

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.