



# HEWITT

**Job Title: Lower School Associate Teacher - Leave Replacement**

**FLSA Status: Exempt**

**Department: Lower School Faculty**

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

## ABOUT HEWITT

Established in 1920, The Hewitt School is an independent K-12 girls school located in New York City. We inspire girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future. 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 lower school associate teacher as a leave replacement from October 2020 through March 2021.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Prepare daily classroom materials
- Supervise students at recess and lunch
- Participate in faculty meetings and other school events
- Assist with classroom management in homeroom and co-curricular classes
- Support head teacher with parent communications and newsletters
- Assess students across academic subjects
- Participate in parent/teacher conferences and child study team meetings
- Possible progress report writing

## QUALIFICATIONS REQUIRED

- A deep appreciation for student-centered, engaging, and innovative teaching practices
- Experience in early childhood/elementary classrooms
- Master's degree in education, or currently pursuing such a degree

## QUALIFICATIONS DESIRED

- Knowledge of independent school culture and functioning
- Experience with responsive classroom techniques
- 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](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 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.