



HEWITT

Job Title: Lower School Assistant Teacher
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 full and part-time lower school assistant teachers for the 2020-2021 school year.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Prepare daily classroom materials
- Support head teacher with instruction, in-person and remotely, if necessary
- Manage a cohort of students in homeroom and in co-curricular classes
- Supervise students during transitions and manage foot traffic in hallways
- Monitor students during recess, at lunch, during arrival, and at dismissal
- Escort students to and from physical education classes
- Maintain the safety and cleanliness of learning spaces by following sanitization protocols
- Participate in faculty meetings

QUALIFICATIONS REQUIRED

- Experience in early childhood/elementary classrooms
- Bachelor's degree in a related field

QUALIFICATIONS DESIRED

- Knowledge of independent school culture and functioning preferred, but not required
- Experience with responsive classroom techniques preferred
- 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 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.