



# HEWITT

**Job Title: Middle School Classroom Assistant**

**FLSA Status: Non-Exempt**

**Department: Middle 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 middle school classroom assistants to provide in-person classroom supervision for the 2020-2021 school year.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Support head teachers by providing in-person supervision for small groups of students and managing the technology required to provide digital instruction
- Supervise students during transitions and manage foot traffic in hallways
- Monitor students during arrival, recess, lunch, and dismissal and reinforce community standards for health and safety
- Escort students to and from classes
- Maintain the safety and cleanliness of learning spaces by following sanitization protocols
- Participate in faculty meetings

## QUALIFICATIONS REQUIRED

- Experience working with upper elementary and middle school students
- A firm, compassionate approach to supporting students as they adapt to new routines, schedules, and health and safety protocols

## QUALIFICATIONS DESIRED

- Experience with responsive classroom techniques preferred
- Commitment to anti-bias education and social justice
- Culturally responsive approach to working with a diverse group of students and colleagues
- Commitment to student health, safety, and growth
- Proven dedication to professional growth and purpose-driven practice
- Professional practice and ability to model flexibility and problem-solving

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.