



HEWITT

Job Title: Lower School Head Teacher

Department: Lower School

FLSA Status: Exempt

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 candidates for a lower school head teacher. The head teacher is responsible for the education and support of students in a homeroom.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Plan and implement lower school curriculum, including math, reading, writing, word study, social studies, and social-emotional learning
- Collaborate with colleagues and the academic team to develop inter- and transdisciplinary curricula utilizing standards-based learning and performance-based assessments
- Integrate the latest research on girls into the academic program in alignment with Hewitt's mission and strategic vision
- Mentor an associate teacher
- Monitor and evaluate the academic, social, and emotional progress of the students
- Communicate student progress in written reports and during conferences with parents and guardians
- Serve as the homeroom's lead storyteller by crafting weekly newsletters and email blasts to families

QUALIFICATIONS REQUIRED

- A deep appreciation for student-centered, engaging, and innovative teaching practices and an eagerness to collaborate with other educators in developing integrated, student-centered curricula
- Experience with workshop methodology
- A master's degree in education, or currently pursuing such a degree

QUALIFICATIONS DESIRED

- 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 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.