



# HEWITT

**Job Title: Counselor**  
**Department: Middle and Upper School**  
**FLSA Status: Exempt**  
**The Hewitt School - New York, NY**

## ABOUT HEWITT

Established in 1920 and located in New York City, The Hewitt School is an independent K-12 girls' school whose mission is to 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 seeks a middle and upper school counselor for the 2021-2022 school year.

The school counselor for grades 5-9 reports to the middle and upper school division heads, but works closely with all constituents within the school to provide preventative and reactive support to ensure social, emotional, and physical wellness.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

### Counseling work:

- Develops relationships with students in grades 5-9
- Helps students learn to solve problems
- Works with a subset of students to provide 1:1 support for academic, social, or emotional guidance
- Facilitates crisis response work with students and their families
- Makes referrals to outside professionals for students needing therapy, neuropsych evaluations, or executive functioning support
- Communicates with parents of students receiving in-school counseling about the appropriate treatment plan
- Supports deans and division heads in cases of discipline and response
- Participates in middle and upper school student support teams
- Consults with director of equity and community life to counsel students of diverse backgrounds

- Supports deans in the development of comprehensive advising programs

Group work:

- Coordinates and implements affinity spaces as needed in the middle and upper school
- Considers new group work to improve prevention strategies
- As needed, supports advisors in the development of new advisory programming

Consultant to faculty, staff and administration:

- Considers treatment and support for students of concern
- Makes recommendations and accepts in-school counseling referrals based on conversations
- Provides informal professional guidance to faculty and advisors to best support the social/emotional learning of students
- Coordinates with outside professional development groups to help foster counseling skills in teachers and advisors
- Collaborates with the school nurse, learning specialists, and deans to ensure student health, wellness, and safety

Parent support and education:

- Promotes parent education and helps coordinate regular parent meetings
- Fields calls and hosts meetings with parents to help support student success
- Coordinates with outside researchers to inform parent education programming
- Provides informal parent coaching to inform student success

QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Advanced degree in school counseling, psychology, or social work
- Minimum of three to five years of experience in a school setting
- Commitment to girls' education

QUALIFICATIONS DESIRED

- 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). Cover letters should reflect a careful reading of The Hewitt School's website, including the school's academic philosophy. **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.