



HEWITT

Job Title: Middle School Coordinator

Department: Middle 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 middle school division coordinator reports to the head of middle school, builds community in the middle school, and manages the day-to-day life of the middle school division.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Building Community

- Develop a strong sense of community in the middle school in keeping with the policies and practices of the community handbook
- Advise student council as student leaders of the middle school community
- Coordinate with deans, counselor, and division head to support mission-aligned programming
- Develop relationships and build trust with all middle school students, families, and faculty by managing all matters requiring the attention of the middle school office with proactive problem-solving and support
- Demonstrate cultural competency in supporting students and families from a wide variety of backgrounds
- Participate in weekly meetings of the middle school deans and/or student support team to provide insight to the team on the lives of students in the division

Day-to-Day Coordination of the Middle School Program

- Proactively monitor and manage the middle school schedule, including assigning and managing class coverage with teachers and deans
- Create and communicate duties schedule for faculty in coordination with the other two

divisions

- Work with division head and technology office to create and maintain accurate class rosters
- Coordinate and administer Hewitt Hour electives
- Manage student-facing meeting/classroom and theater booking requests and oversee and resolve middle school room availabilities or conflicts
- Monitor daily attendance from advisors and classroom teachers through Veracross, including early dismissals and planned absences
- Conduct daily email and phone communication with families regarding attendance
- Coordinate a process for ordering materials for teachers and classes
- Manage and track spending within the division, including monthly credit card statement
- Monitor morning arrivals and the after-school quiet study program
- Coordinate the head of middle school's daily schedule, with an awareness of middle school priorities, schedule, and calendar

Project Management and Event Planning

- Monitor the middle school calendar, proactively prioritizing, planning, and organizing events in support of the mission, including planning, facilities arrangements, materials, food service, and Zoom hosting in coordination with the calendar team, division head, grade level deans, and faculty
- In coordination with the admissions office and division offices, organize programming for full community gatherings in support of the mission
- In coordination with the division head, plan and host online events including curriculum nights and rising to events
- Help to coordinate assemblies and events, including fall and end-of-year gatherings as well as school concerts
- Partner with the nurse and grade level deans on the preparation for all overnight and off-campus trips, including permission forms and site reservations; chaperone day and overnight trips on occasion

Communication and Records

- In coordination with the division head, faculty, and deans, manage the reports process
- Work with upper school dean to develop and communicate middle school and upper school report schedule
- Proofread and edit reports, progress reports, and semester comments
- Use Veracross platform to generate documents, spreadsheets, and lists to facilitate the smooth running of the middle school
- Work with the division head to draft and edit communications about policies, procedures, and events to ensure accuracy
- Work with the division head to ensure the accuracy of communications about events in the division
- Work with the technology team to update and maintain accurate email distribution lists

- Track and support the applications of students to other schools by responding to requests for transcripts and recommendations and manage the process of application to DOE schools

QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Bachelor's degree
- Experience with students and a demonstrated commitment to building community
- High intrinsic motivation and capacity for work, strong interpersonal skills, discretion, flexibility, proactivity, ability to set priorities, and sterling independent judgment
- Ability to maintain confidentiality for all communications
- Ability to work independently as well as in a team environment
- Ability to handle multiple priorities simultaneously, and excellent organizational, technological, and follow-up skills
- Experience with project management fundamentals (time and task management, tracking milestones and deadlines, and managing multiple collaborators or stakeholders), and familiarity with project management and productivity tools and platforms
- Expertise (i.e. full competency and extensive experience) with Microsoft Office (Word, PowerPoint, Excel), Google Suite (Gmail, Google Docs, Google Sheets, Google Slides), Zoom, Veracross, and Altitude or similar Learning Management System

QUALIFICATIONS DESIRED

- Proficient with Mac platforms; comfortable with technology or demonstrated ability to learn quickly
- 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. 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.