



HEWITT

Job Title: Assistant Director of Learning and Innovation

Department: Learning and Innovation

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 an experienced educator and project manager to serve as assistant director of learning and innovation. This position, which reports to the assistant head of school for learning and innovation, plays a key role in the continued implementation of the School's strategic vision, an implementation process that involves a diverse body of stakeholders and numerous projects involving different teams. The successful candidate will bring extensive experience in project management and curriculum design to the role.

Strategic Vision Implementation:

- Participate on the K-12 learning and innovation team advancing the School's strategic vision, especially in the areas of competency-based, place-based, and transdisciplinary learning
- Serve as a key member on the team developing and implementing a K-12 program at Hewitt's new downtown campus (opening fall 2023)
- Support the director of learning and innovation research in administering research studies, processing data, and communicating findings to faculty and staff
- Support the assistant head of school for learning and innovation with daily operations and administrative functions, including: calendar, event, and project management, communications, budget and expense reviews

Professional Learning:

- Manage new faculty and staff onboarding and a continuing education program in the areas of learning, innovation, and school culture and mission in consultation with human resources, technology, and the leadership team
- Coordinate professional learning days in partnership with the learning and innovation team and the academic team

- Support the development of an online professional learning program as well as the faculty and staff feedback and evaluation process in Folio

Communications:

- Create written and video content, in partnership with the communications office, to tell the story of learning and innovation at Hewitt
- Serve as the liaison between the learning and innovation office and the communications and admissions teams on parent education, website content, and event planning

QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Bachelor's degree
- Proven experience managing large-scale initiatives and workflows across a variety of teams that have led to positive impact on an entire organization or program
- Expertise with project management and productivity tools and platforms to ensure efficient project management
- Ability to handle multiple priorities simultaneously, and excellent organizational, technological, and follow-up skills
- Experience in teaching, curriculum design, educational technology, or education policy
- High intrinsic motivation and capacity for work, strong interpersonal skills, discretion, flexibility, proactivity, ability to set priorities, and sterling independent judgment
- Ability to work independently as well as in a team environment
- Expertise (i.e. full competency and extensive experience) with Google Suite (Gmail, Google Docs, Google Sheets, Google Slides)

QUALIFICATIONS DESIRED

- Master's degree in education or other relevant area
- Cultural competency skills
- Proficient with Mac platforms; comfortable with technology or demonstrated ability to learn quickly
- 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.