



HEWITT

Job Title: Director of Hewitt Downtown Studio

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 innovative curriculum designer to serve as the inaugural director of the Hewitt Downtown Studio, located at the School's [new satellite innovation campus](#) in downtown New York City. This position, which reports to the assistant head of school for learning and innovation, will play a key role working with K-12 faculty to co-design meaningful, embedded, immersive, real-world learning experiences in partnership with nonprofit and for-profit organizations. As such, this role requires one-to-one engagement with K-12 faculty on designing learning experiences that integrate daily curriculum with the opportunities made possible by the downtown studio's facilities and partners. The director will serve as a bridge between the work of K-12 teachers uptown and the opportunities to enhance teaching and learning through the downtown campus.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Strategic Vision Implementation:

- Guide the development of place-based studio learning with K-12 uptown faculty in preparation for the opening the Hewitt Downtown campus in the 2023-2024 school year
- Direct pilots of K-12 place-based learning in the 2022-2023 school year to model and test studio campus programming
- Partner with the director of learning and innovation research to evaluate the impact of the pilots that will inform programming for Fall 2023 and beyond
- Facilitate the development of a K-12 leadership program in partnership with the director of learning and innovation research
- Lead experiential programming for upper school summer programs, internships, travel opportunities, and college-level study during the 2022-2023 school year

Professional Learning:

- Coach Hewitt K-12 faculty in how to design interdisciplinary learning experiences that integrate Hewitt Downtown Studio facilities and partners
- Collaborate with the learning and innovation team on designing effective assessment and feedback systems for student learning in Hewitt Downtown Studio programming
- Provide feedback in Folio to support professional growth in the areas of transdisciplinary learning, co-teaching, and work with partners

Partnerships and Communications:

- Cultivate mission-aligned partners and sustain those relationships as part of Hewitt's signature partnerships program
- Sustain partnerships with key stakeholders both inside and outside of Hewitt
- Create written and video content, in partnership with the communications office, to tell the story of the studio campus and its K-12 integrated programming
- Support faculty in communicating to families about learning they are facilitating directly related to the studio and Hewitt's vision

QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Demonstrated experience in building relationships with organizational partners
- Bachelor's degree in education or other relevant area
- Experience in experiential teaching, curriculum design, co-curricular programming, and/or educational technology
- Ability to handle multiple priorities simultaneously, and excellent organizational, technological, and follow-up skills
- Strong public speaking and dynamic presentation skills
- 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.