



# HEWITT

**Job Title: STEAM Librarian**  
**Department: Educational Technology**  
**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 School is seeking an experienced, energetic, and enthusiastic STEAM librarian to join our team beginning at the 2022-2023 academic school year. The ideal candidate will be an instructional and pioneering leader with the proven ability to connect and create opportunities and possibilities for program growth, new initiatives, and ideas. Responsible for Hewitt's physical and digital library collection, the STEAM librarian also works closely with classroom teachers, specialists, the director of technology, and the learning and innovation team to design an innovative curriculum in support of the School's mission and strategic vision.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Develop and manage the collection of K-6 physical and K-12 digital library resources
- Develop and teach an innovative library and STEAM curriculum, incorporating problem-based learning, computational and design thinking, and tinkering experiences that allow students to demonstrate the complexity of thinking and learning
- Collaborate with classroom teachers on integrating library resources, research, and Hewitt's innovation labs into their daily instruction
- Work closely with lower school homeroom teachers to teach and support the digital life program
- Engage in continuous professional development to deepen context and pedagogical knowledge and skills in technology integration
- Collaborate effectively with the director of technology on technology and library-related project development

## QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Bachelor's degree with significant coursework and/or experience working with elementary-aged students in library science and STEAM disciplines
- Ability to maintain physical and digital library resources
- Familiarity with coding, engineering, robotics, and other design/maker competencies
- Proactive and eager to take initiative in a fast-paced, dynamic environment within the School community and outside the classroom
- Collaborative approach to working with grade-level teams and department members
- Excellent oral and written communication skills, and a positive, problem-solving, can-do approach

## QUALIFICATIONS DESIRED

- Inquiry-based pedagogy
- Preferred Master's degree in library science/library information science from an American Library Association accredited program
- A culturally responsive approach to teaching
- Fluency in multiple student-centered instructional approaches
- 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](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.