



HEWITT

Director of Equity and Community Life

July 2023

The Hewitt School seeks nominations and applications for a dynamic, thoughtful, collaborative leader to serve as its next Director of Equity and Community life, effective July 2023. At Hewitt, equity and justice stand as foundational commitments that guide every aspect of teaching and learning. Supported by the Board of Trustees, the Head of School, and Hewitt's professional, parent, and alumnae communities, the director will join a robust, intentional, joyful educational community engaged in the work of advancing equity and justice as part of its mission. In this highly visible role, the next director will lead and guide the community, building upon the foundation of commitment and excellence fostered by Hewitt's previous directors of equity and community life.

ABOUT THE SCHOOL

The Hewitt School is an independent school serving approximately 500 girls in grades K-12 on New York City's Upper East Side. Founded in 1920, The Hewitt School inspires girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future. Nestled on a quiet block on East 75th Street, the [Hewitt School's main campus](#) consists of three connected buildings housing its [middle](#) and [upper](#) schools. Located just one block away, McKelvey Hall is designed specifically for young learners and is home to [lower school](#) students. The Theater at St. Jean, as well as wellness facilities, further enrich the student experience. In November 2021, the school announced the future launch of [Hewitt Downtown](#), a new innovation campus opening in fall 2023, featuring open-concept collaboration studio and classroom spaces amid downtown Manhattan's vibrant mix of for-profit and nonprofit businesses and community organizations. The downtown and uptown campuses will offer every Hewitt student immersive, real-world learning and leadership development.

THE ROLE OF THE DIRECTOR

Reporting to Head of School [Dr. Tara Christie Kinsey](#), serving as a key member of Hewitt's highly collaborative senior administrative team, and regularly attending Hewitt Board of Trustees' meetings, the Director of Equity and Community Life will oversee school-wide initiatives for equity and justice to advance and build sustaining programs. The director staffs the Board of Trustees' Equity and Community Life Committee, provides individual and community support, and develops new programs and initiatives that will ensure systemic and structural support for the Hewitt community. In addition, the director will serve as a school-wide resource for students, faculty, staff, parents, and trustees regarding diversity, equity, and belonging.

DESIRED QUALIFICATIONS AND CHARACTERISTICS

The Hewitt School seeks candidates who are confident and passionate educators with a talent for establishing partnerships with a wide range of constituencies, high emotional intelligence, deft

communication skills, broad knowledge of child development across various age groups, and a collaborative approach to this work. A Bachelor's degree or comparable experience is required; an advanced degree is preferred.

The ideal candidate will also bring many of the following abilities and experience to their work:

- A commitment to research-based practices and a successful track record of diversity, equity, and inclusion work;
- An appreciation for the value of a girls' school education;
- An ability to work effectively across divisions and departments, creating robust partnerships and connecting resources;
- The long-term planning and implementation skills to deliver on the School's strategic priorities as they relate to promoting an equitable and inclusive community;
- Demonstrated ability to develop meaningful relationships with students and to work productively with a broad range of constituents, including faculty, staff, parents, trustees, and alumnae;
- A positive and optimistic attitude and creative approach to problem-solving;
- A desire and ability to build on current innovative programming and scale change throughout the institution;
- Excellent interpersonal and communication (verbal and written) skills;
- A strong work ethic, personal integrity, and the ability to handle sensitive information with discretion, tact, and confidentiality; and,
- A joyful approach to learning and a sense of humor.

SALARY RANGE

Starting Salary Range: \$155,000 to \$195,000 (salary based upon, but not limited to, relevant experience and expertise)

Evaluation of candidate materials will begin immediately and continue until a Director of Equity and Community Life is named. The start date for this opportunity is **July 1, 2023**. Inquiries, nominations, and letters of interest with a résumé may be sent in confidence to:



Sherry Coleman, Managing Director
Staci Williams Seeley, Managing Associate
HewittDEI@storbecksearch.com

For more information, please visit The Hewitt School at www.HewittSchool.org.

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.