



# HEWITT

**Job Title: Lower School Teacher**  
**Department: Lower 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 Hewitt School is seeking candidates for a lower school head teacher for the 2023-2024 school year. The head teacher is responsible for the education and support of students in a homeroom.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Plan and implement a cohesive and integrated lower school curriculum in math, reading, writing, word study, social studies, and social-emotional learning
- Collaborate with peers and the academic team to develop inter and transdisciplinary curricula utilizing backward design, standards-based learning, and performance-based assessment
- Integrate latest research on girls into the academic program in alignment with Hewitt's mission and strategic vision
- Mentor an associate teacher
- Monitor and document academic, social, and emotional progress of students
- Communicate student progress in written reports and during conferences with parents and guardians
- Serve as the homeroom's lead storyteller by participating in admissions events and crafting weekly newsletters or email blasts to families
- Assist with supervisory duties as assigned

## QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Commitment to girls' education
- Experience teaching in early childhood and/or elementary settings with a strong track record of learning outcomes

- Master's degree in education
- Strong pedagogy, deep understanding of child development, and repertoire of differentiated instructional practices to meet the needs of a diverse student population
- Experience with lower school social-emotional learning and a deep appreciation for student-centered, inquiry-based, and culturally responsive teaching practices
- Demonstrated ability to utilize backwards design and learning standards in curriculum development
- Experience with workshop methodology
- Excellent verbal and written communication skills
- Collaborative, team-focused approach to teaching and learning
- High emotional intelligence and a sense of humor

#### QUALIFICATIONS DESIRED

- Inquiry-based pedagogy with an understanding of computational thinking and familiarity with STEM-related frameworks
- 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

#### SALARY RANGE

Starting Salary Range: \$65,000 to \$95,000 (salary based upon, but not limited to, relevant experience and expertise)

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.