



HEWITT

Job Title: Middle School Learning Specialist

Department: Middle School Faculty

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 a full time middle school learning specialist for the 2023-2024 school year.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Support classroom teachers in administering formative benchmark assessments and in analyzing data to identify student learning goals
- Coach middle school teachers in the implementation of inclusive and differentiated teaching practices supported by special education research
- Serve as an interventionist, working with small groups of students for support or enrichment during the school day, and before or after school when necessary
- In consultation with classroom teachers and student support team, create individualized learning plans for students who need additional support, document student progress, and update learning goals
- Attend regular meetings with middle school teachers
- Counsel and support students, faculty, parents, and guardians throughout evaluation and service referral processes
- Maintain and update documentation for students with neuropsychological evaluations and individualized education programs
- Participate in all annual Department of Education Committee on Special Education reviews, advocate for services, and maintain all relevant documentation
- Coordinate and communicate regularly with parents and guardians and outside service providers
- Prepare evaluation summaries for classroom teachers and disseminate classroom accommodations to middle school faculty and staff

- Work closely with middle school leadership and admissions team to assess prospective students and to read files when appropriate

QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Commitment to girls' education
- Extensive middle school teaching experience in grades five to eight with a strong track record of learning outcomes
- Master's degree in special education with a specialization in literacy and/or math
- Strong pedagogy, deep understanding of child development, and repertoire of differentiated instructional practices to meet the needs of a diverse student population
- Experience with middle school social-emotional learning and a deep appreciation for student-centered, inquiry-based, and culturally responsive teaching practices
- Excellent written and verbal communication skills
- A collaborative, team-focused approach to teaching and learning
- High emotional intelligence and a sense of humor

QUALIFICATIONS DESIRED

- Knowledge of and experience working in an independent school
- Inquiry-based pedagogy
- Expertise in designing math instruction that meets the needs of all learners
- Commitment to student life
- Fluency in multiple student-centered instructional approaches
- Familiarity with new technologies
- 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

SALARY RANGE

Starting Salary Range: \$75,000 to \$105,000 (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. 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.