



HEWITT

Job Title: Middle School Curriculum Coordinator

Department: Middle 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 middle school curriculum coordinator will partner with the academic team to identify the pedagogical needs of the division and will work to develop, implement, and coordinate a cohesive and dynamic program.

The successful candidate will lead the 5-8 curriculum in the direction of standards-based learning and performance-based assessment in alignment with Hewitt's mission and strategic vision, with a specific focus on innovation; diversity, equity and inclusion; sustainability; and wellness. Candidates should have a deep understanding of the best practices and current research in elementary programming. A strong background in social justice, diversity, equity, and inclusion work is required as well.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Supervise, coordinate, articulate, and evaluate the implementation of a mission-aligned and dynamic 5-8 curriculum in collaboration with the head of middle school
- Plan, document, and supervise 5-8 curriculum to ensure alignment both vertically and horizontally
- Partner with the director equity and community life to embed culturally responsive teaching practices and anti-bias curriculum across grades and disciplines
- Liaise with school staff in the areas of sustainability, health and wellness, and service learning to develop clear learning objectives and scope and sequence of all relevant 5-8 skills
- Meet weekly with grade-level teams and with special subject teaching teams to develop cohesive and mission-aligned curricula that centers transdisciplinary real-world problems, leadership, and joy

- Serve as a thought partner and coach to assist and support implementation of curriculum in the middle school
- Collaborate with the lower school curriculum coordinator to ensure vertical alignment and a smooth transition between divisions
- Participate in admissions events and serve on hiring committees as needed

QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Master's degree in education
- Extensive middle school teaching experience in grades 5-8
- Knowledge of and experience with effective curriculum design, documentation, and implementation
- Extensive knowledge of research on best pedagogical practices and models including differentiation, project-based learning, inquiry-based learning, backwards design, standards-based learning, and performance-based assessment
- Extensive knowledge of best pedagogical practices in social justice, anti-racism, and anti-bias education
- Experience as an instructional coach supporting teachers' pedagogical and professional growth
- Willingness to give and receive feedback
- Excellent communication and organizational skills
- Effective leadership experience, high emotional intelligence, and a sense of humor

QUALIFICATIONS DESIRED

- Inquiry-based pedagogy
- 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: \$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.