



# HEWITT

**Job Title: Lower School Associate Teacher**

**FLSA Status: Exempt**

**Department: Lower School Faculty**

**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 lower school associate teacher for the 2023-2024 school year.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Prepare daily classroom materials
- Supervise students at recess, lunch, and out of school events (field trips, concerts)
- Participate in faculty meetings and other school events
- Assist with classroom management in homeroom and co-curricular classes
- Support head teacher with parent/guardian communications and newsletters
- Pursue relevant professional development opportunities
- Assess students across academic subjects
- Participate in parent/guardian/teacher conferences and child study team meetings
- Possible progress report writing
- Additional duties as assigned

## QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- A deep appreciation for student-centered, engaging, and innovative teaching practices
- Experience in early childhood/elementary classrooms
- Master's degree in education, or currently pursuing such a degree

## QUALIFICATIONS DESIRED

- Knowledge of independent school culture and functioning preferred, but not required
- Experience with responsive classroom techniques preferred
- 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: \$52,000 to \$56,000 (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.