



# HEWITT

**Job Title: Middle School Student Chaperone**

**FLSA Status: Non-Exempt**

**Department: Middle 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 candidates for a middle school student chaperone to supervise students while walking between our three campus locations for the 2023-2024 school year.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Monitor and supervise students during breakfast and lunch
- Supervise students during transitions and manage foot traffic in hallways
- Monitor students during arrival, recess, lunch, and dismissal and reinforce community standards for health and safety
- Escort students to and from our three campus locations
- Participate in faculty meetings
- Additional duties as needed with assisting middle school students

## QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education
- Experience working with middle school students
- Reliable and dependable
- Excellent written and verbal communication skills
- Knowledge of Google Suite (Gmail, Google Docs, Google Sheets, Google Slides)

## QUALIFICATIONS DESIRED

- Bachelor's degree
- Culturally responsive approach to working with a diverse group of students and colleagues
- Commitment to student health, safety, and growth
- Proficient with Mac platforms; comfortable with technology or demonstrated ability to learn quickly
- Commitment to student life

## SALARY RANGE

Starting Salary Range: \$20.00 per hour to \$25.00 per hour (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.