



Job Title: **Research and Digital Literacy Teacher**
Department: **Library and Educational Technology**
FLSA Status: **Exempt**
The Allen-Stevenson School - New York, NY

About The Allen-Stevenson School

The Allen-Stevenson School, founded in 1883, is a TK-8 independent school for boys with an enrollment of over 350 students. Located in the heart of New York City's Upper East Side, the school is a joyful, inclusive community.

Position Overview

The Allen-Stevenson School seeks a full-time **Research and Digital Literacy Teacher** for the 2026-2027 school year. This individual will work alongside a faculty that is genuinely collaborative, in a school that knows that this work matters. The successful candidate has a strong background and knowledge of information literacy and educational technology, works to build an inclusive classroom, and demonstrates high energy, flexibility, and creativity. We believe boys thrive in structured, nurturing, engaging, and responsive environments that meet their developmental needs. Our faculty work to create classrooms where curiosity, kindness, and confidence flourish. This position reports directly to the Director of Library Services and Educational Technology.

Salary Range and Position Type

This full-time position starts on or around August 24, 2026, and is eligible for benefits.
Compensation: \$95,000, commensurate with education and experience.

Essential Responsibilities and Duties

Curriculum & Instructional Leadership

The teacher in this role teaches regularly scheduled classes which account for roughly half the working week. The remaining time is dedicated to co-planning and co-teaching research projects, following a push-in model.

- Teach scheduled classes in digital, media and AI literacy, and academic technology tools, designing lessons and projects through the lens of diversity, equity, inclusion, and social justice to encourage differing perspectives.
- Deliver developmentally appropriate instruction in foundational technology skills, including keyboarding/typing, Google Suite applications (Docs, Slides, Sheets, Drive, Classroom), and school-approved platforms and apps.
- Develop, maintain, and regularly update a scope and sequence aligned to school goals, grade-level expectations, and AASL and ISTE standards.
- Stay current with emerging technologies, trends in AI, and best practices in information literacy and digital education.
- Partner with classroom teachers to co-plan and co-teach research units, modeling research processes including question development, ethical source location, evaluation of sources, note-taking, synthesis, and citation.
- Support students in developing critical thinking skills as they navigate an increasingly complex information landscape.

Professional Collaboration & Community

- Serve as a resource and thought partner for faculty on the integration of technology and research skills into classroom instruction.
- Meet with parents and occasionally present to them during Parent Connection Meetings and Tech Tuesday gatherings.

Student Experience & Assessment

- **Holistic Oversight:** Develop meaningful connections so the boys feel welcome, valued, and seen.
- **Mission Alignment:** Support the school's educational mission by challenging, engaging, and nurturing students toward deeper learning.
- **Progress Monitoring:** Assess student performance using formative and summative tools; provide regular feedback and updates via conferences, phone calls, emails, and report card comments.

Communication & Collaboration

- Participate actively in the "life of the school" and perform additional duties as assigned to support the collective mission.

Required Knowledge, Skills, and Abilities

- **Education:** A Master's Degree in Library and Information Science or Educational Technology preferred.
- **Experience:** At least three years teaching at the elementary or middle school level preferred.
- Demonstrate an understanding of student-centered, interdisciplinary, and differentiated learning.
- High proficiency in tools for learning such as Google Workspace for Education, Canva, Adobe Express etc,
- Demonstrate a commitment to professional growth and development in order to acquire new knowledge. and implement current best practices, with an emphasis on evolving technologies and boy development.
- Demonstrate a deep commitment to diversity, equity, inclusion, and social justice work both personally and professionally.
- Approach teaching and learning with a sense of humor, warmth of personality, and energy.
- Bring an open-minded and flexible attitude to working with students and colleagues.

Position Type/Expected Hours of Work

This is a full-time in-person role. Individuals in this role are expected to be on-site between the hours of 7:45am-3:45pm, Monday-Friday during the school year. Attendance at some after-hours events, such as Back-to-School Night and the Celebration of Learning, among others, is expected. The role follows the school academic calendar which begins in mid-August and ends in mid-June.

How to Apply

Please submit a resumé and cover letter to hr@allen-stevenson.org. Please reference the job title "**Research and Digital Literacy Teacher**" 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.

Selected candidates will complete a process that includes a remote interview, some group interviews, and a visit to the school, which will include a sample teaching lesson.

Allen-Stevenson Equal Opportunity Employer Statement

Allen-Stevenson provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other

characteristic protected by federal, state, or local laws. Guided by our mission, the School is dedicated to creating an inclusive and welcoming environment that fosters belonging and honors the dignity and potential of every individual.