



## DIVERSITY AND INCLUSION COORDINATOR

### Job Summary

Our Lady of Good Counsel High School seeks an innovative, creative, and dynamic educator to lead the school forward in the role of Diversity and Inclusion Coordinator, a position reporting directly to the President.

Objectives and action steps have been determined through a collaborative process leading to Board approval in January 2018 of *In Harmony: The Strategic Plan for Diversity, Inclusion, Equity and Justice*. The school is ready to realize these objectives over the next three to five years.

Working with the President and the Principal and his leadership team, the coordinator will oversee the school's efforts in diversity, inclusion, equity and justice, participating in faculty recruitment, development and retention; student recruitment and retention; curriculum; and student life.

NOTE: This is a new position for the school. In the first year, the duties of the Diversity and Inclusion Coordinator will be 60% of full-time. The remaining 40% of this full-time position will involve teaching two classes or other duties as established by the President. It is anticipated that the position will be come 100% of full-time in the second year.

### Essential Duties and Responsibilities

The Diversity and Inclusion Coordinator will:

1. Provide strategic leadership in the areas of diversity, inclusion, equity and justice.
2. Implement, monitor progress, and recommend adjustments in connection with the Strategic Plan for Diversity, Inclusion, Equity and Justice (as approved in January 2018). The Plan provides the strategic framework through which the Coordinator can build the school's infrastructure for meaningful inclusion of all its community members.
3. Chair the Faculty & Staff Diversity Committee.
4. Serve on the Diversity Committee and Enrollment Management Committee of the Board of Directors.
5. Serve on the Academic Council and attend Department Chair meetings.
6. Serve on any Diversity committees formed by the Parent Association.
7. In collaboration with the President, Principal and administrative team and department chairs, improve effectiveness and success in recruiting and retaining diverse faculty and staff. Specifically, the Coordinator will attend relevant conferences; will network with prospective candidates; will manage an ongoing database of prospects; and will maintain regular contact

with potential candidates. The Coordinator will also work closely with Good Counsel's human resources office and the President toward the goal of achieving greater diversity in the School's faculty and staff.

8. Serve as a resource for faculty with respect to curriculum design and student support. Specifically, the Coordinator will promote, advise upon, and support curriculum development aimed at teaching and learning to think critically about cultural diversity. The Coordinator will collaborate with both individual faculty members and departments to develop courses and curricula that include the study of race, gender, ethnicity, nation and nationhood, class, and religion and their intersections.
9. Work with the Admissions Office to recruit, welcome, and retain students from diverse backgrounds.
10. Collaborate with the Mentoring Program Coordinator to assist families new to the school each year.
11. Assist the President in aligning the school's practices in the areas of diversity, inclusion, equity and justice with our identity as Catholic school, and a school inspired by the mission, vision and values of the Xaverian Brothers.
12. Act as liaison to and develop strong relationships with the various diversity and inclusion-related groups in the school, and respond to diversity- and equity-related issues among the student body as they arise.
13. Support and develop student leadership in matters related to diversity, inclusion, equity, and justice. Specifically, the Coordinator will facilitate student attendance at local, regional, and national conferences related to equity education; and will work with the moderators and leadership of student affinity groups and student government.
14. Plan, develop, and market diversity and inclusion-focused education, programs, and events for faculty, staff, students, and families.
15. Develop on-campus workshops focused on teaching adults how to work with all students most effectively and facilitate and ensure faculty professional growth in understanding the role of social and cultural factors in both teaching and learning.
16. Act as a liaison between the school and local communities of color to serve these communities better and to support the school's outreach and admissions marketing and recruitment programs.
17. Work with marketing staff to publicize diversity-related events, educational opportunities, workshops, etc. for students, faculty, families, and the local community.
18. Network with diversity coordinators at other Catholic and independent schools as well as off-campus cultural resource organizations.
19. Represent the school at local, regional, and national multicultural events as determined in conjunction with the President.
20. Pursue professional development opportunities; attend conferences and professional meetings in order to remain current with diversity and inclusion issues that may affect the school.
21. Actively research new pedagogies, curricula, and best practices that address common classroom challenges in teaching about cultural competence, awareness of racial micro-

aggressions, identity, social difference, and inequality, and train Good Counsel teachers how to incorporate these into their classrooms.

22. Support the efforts of the Academic Support Program.
23. Serve on the Student Support Team.
24. Assume responsibility for other projects as assigned by the President.

### **Other Duties**

- Teach two classes or equivalent.
- Additional duties that may be required include: advising, public speaking on behalf of the school, and travel to job fairs, feeder schools, workshops and conferences. From time to time, work hours may extend to evening and/or weekend duties.

### **Common Qualification Requirements**

- Bachelor's degree; Master's degree preferred
- High school classroom teaching experience
- Understanding and appreciation of the principles of Catholic social teaching
- Project management skills in implementing complex programs, supervising personnel, and developing and handling a budget
- Proven success working collaboratively with students, faculty, staff, parents, and community leaders
- Commitment to diversity and a strong interest in planning multicultural programming
- Successful track record managing cross-discipline teams
- Outstanding interpersonal skills
- Exceptional written and oral communication skills
- Excellent organizational skills with the ability to prioritize a multitude of tasks by volume, urgency, etc.
- Detail-oriented and resourceful
- Strong work ethic and high level of integrity
- Tactful and discreet
- References should attest to the applicant's ability to function in a leadership role
- Comfort with and enthusiasm for students aged 14 through 18
- Capacity to work with others in a high-functioning, collaborative, and innovative educational setting
- Collaborative, resilient, flexible, diplomatic, confident, patient, and possessed of a sense of humor and professional presence
- Technologically savvy
- Demonstrated personal commitment to professional growth and to receiving and acting on constructive feedback
- High energy and enthusiasm for working in an academic atmosphere