

CHESHIRE ACADEMY

Diversity, Equity and Inclusion Coordinator

SCHEDULE: 10-month faculty appointment (flexible hours possible)

FUNCTION: Reporting to the Chief Academic Officer, the Diversity, Equity and Inclusion Coordinator is responsible for coordinating the Academy's efforts to engage in best practice with diversity, equity, social justice and inclusion from the hiring process, work in the classroom, and throughout community and residential life. The Coordinator will serve on the academic curriculum committee and will work with deans, director of residential life, community outreach coordinator and student leaders to ensure that the philosophies of diversity, equity, social justice and inclusion are integrated throughout the curriculum and community. The Coordinator will provide support and resources for faculty, students and families and will bring programming to the community to support the mission of the school.

DUTIES AND RESPONSIBILITIES:

- Assist the Leadership Team in providing a strategic vision regarding diversity, equity and inclusion
- Collaborate with the Director of Human Resources to more effectively recruit and retain a diverse faculty and staff
- Collaborate with the Academic Curriculum Committee, as well as individual academic departments to ensure the academic experience for our students provides a range of diverse experiences and perspectives; our curriculum in all areas should intentionally review all areas of diversity, equity and inclusion
- Develop recommendations informed by assessment data and best practices to improve the campus climate and educate students, faculty, staff and other community members around issues of social justice and inclusion
- Develop strategies for addressing inequities and advancing advocacy and initiatives around social justice and equity principles
- Work with the members of the Leadership team to provide essential training for faculty and staff to create culturally responsive and inclusive classrooms
- Identify and retain speakers, programs and workshops for students and faculty and staff in the domain of diversity, equity and inclusion
- Oversee the committee responsible for programming for the MLK Jr. weekend, providing learning opportunities for faculty and staff as well as students and families
- Oversee affinity groups and supervise club leaders of said groups
- Network with other schools to learn more about best practice in the area of diversity, equity and inclusion
- Consult with the Coordinator of Student Activities and the Director of Residential life regarding opportunities to bring programming to campus as well as weekend activities which promote diversity, equity and inclusion

- Pursue professional development opportunities within the school budget, including but not limited to, conferences, workshops and online coursework in order to remain current with issues surrounding diversity, equity and inclusion that affect the school
- Oversee the faculty and staff Diversity, Equity and Inclusion committee to set a direction for the committee workgroup; include student representatives as often as possible
- Teach 2 classes in either the English or History departments

EDUCATION AND EXPERIENCE:

- Bachelor's degree required; Master's degree preferred
- 3-5 years of experience in the field of Diversity, Equity and Inclusion
- Strong work ethic and high level of integrity
- Teaching experience, administrative experience, and familiarity with independent school culture desired
- Experience designing and administering community-building, multicultural, diversity and inclusion programs and curricula in schools across various grade levels

SKILLS AND ABILITIES:

- Demonstrates discretion, confidentiality and composure in all situations involving students, families and colleagues
- Proven record of success in working collaboratively with students, faculty, staff, parents and community leaders
- Demonstrates commitment to respect a broad range of views and to building mutual understanding, trust, and shared commitment over time
- Demonstrates knowledge of current research, trends and practice in community, diversity, inclusion, and multicultural affairs
- Ability to develop working relationships with students, parents, faculty, staff, and the wider community
- Strong skills in oral and written communication, deep listening, long-range planning and program implementation
- Ability to confidently manage complex personal and institutional dynamics related to diversity

Other responsibilities may include:

- Advising;
- Coaching and/or leading extra-curricular activities (related to DEI);
- Weekend team responsibilities (related to DEI);
- Residential/dormitory duties (if you are a residential faculty member);
- Must have a valid driver's license with the ability to obtain an CT "A" endorsement for purposes of transporting students.

Salary and benefits are competitive. School housing is not guaranteed. Candidate must be able to pass a criminal background check. Interested candidates should send a cover letter, resume, and the names of three professional references to Kristin Welage, Director of Human Resources at kristin.welage@cheshireacademy.org.