



Director of Equity and Inclusion

Reports to: Principal

Work Year: Academic

Job Classification: Exempt

Pay Scale: Administrative

JOB SUMMARY

The Director of Equity and Inclusion is a full-time administrative position divided between administration / program development (4/5) and teaching (1/5). The Director of Equity and Inclusion oversees and coordinates the school's efforts towards ensuring cultural responsiveness, inclusion and diversity in fulfillment of the school's commitment to social justice as a Catholic and a Holy Cross school.

ESSENTIAL RESPONSIBILITIES & ACCOUNTABILITIES

- Develops and implements training and professional development for faculty and staff relative to cultural competence and responsiveness
- Leads the development and implementation of diversity, equity and inclusion initiatives to support the Strategic Plan and Educational Improvement Plan goals of the school
- Serves on the Curriculum Committee and partners with department chairs to support curricular development through the lens of equity and inclusion
- Partners with the Director of Student Activities and club moderators to develop student leadership groups on campus through the lens of gender and cultural equity and inclusion
- Oversees Parent Advisory Group in partnership with the President's Office
- Responsible for exploring and developing structure and programming of affinity groups on campus
- Manages training for and facilitation of "Common Ground" student forums
- Manages and coordinates the Social Emotional Learning Program
- Oversees the Holy Cross Achievers and Ave Crux programs, including community outreach to under-represented communities
- Gathers, researches and analyzes data for use in statistical calculations to ensure data-driven program development
- Partners with the President, Principal and Human Resources in reviewing and establishing hiring practices that demonstrate a commitment to equity, inclusion and diversity
- Partners with the Director of Alumni to coordinate alumni engagement and tracking
- Other responsibilities include:
 - Member of the Administrative Leadership Team
 - Member of the Operations Team
 - Member of the School Committee
 - Member of the Admissions Committee

MINIMUM REQUIREMENTS

Experience and Skills

- 5 years of teaching experience in high school
- Administrative experience preferred
- Experience in diversity outreach and program development



Director of Equity and Inclusion

- Visionary leadership
- Ability to work collaboratively with school leadership
- Ability to lead a team of associates toward common goals
- Ability to work collaboratively with a team

Educational Requirements

- Bachelor's Degree
- Master's Degree and / or Administrative Credential preferred

Behavioral Job Attributes

- Must support the Catholic, Holy Cross mission and philosophy of the school
- Exercise judgment within defined procedures and practices to determine appropriate action
- Self-starter who is driven to learn and constantly seeks ways to improve professional skills, modernize internal systems and implement best practices
- Team-player who is willing to collaborate and support colleagues when needed
- Ability to work with enthusiasm and pride as a members of the greater Saint Francis, Holy Cross Community
- Act as role model to students and peers, always imparting good citizenship, kindness, friendliness, and helpfulness in a Christian way
- Show respect and service orientation towards all members of the immediate and extended communities

Physical Requirements

- Must be able to operate a keyboard and mouse
- Must be able to use a telephone head or handset
- Work requires visual acuity
- Must be able to focus on highly detailed tasks for long periods of time
- Must be able to sit for extended periods of time
- Must be able to lift 25 lbs. in confined spaces

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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