

EMPLOYMENT OPPORTUNITY



A K-12 independent school

POSITION Director of Diversity, Equity and Inclusion (DEI)
Full time, 12-month administrative position

REPORTS TO Head of School

Sequoyah School seeks an inspiring, passionate educator to become its first full time Director of Diversity, Equity & Inclusion to begin July 1, 2021. The Director will be a member of the senior administrative team and will report directly to the head of school and oversee school-wide efforts to support our work to support equity and inclusion for all members of our community.



Sequoyah's K-8 campus

ABOUT SEQUOYAH

Sequoyah is an independent K-12 day school in Pasadena, California offering an innovative college-preparatory curriculum in a student-centered, experiential, humanistic environment. The school offers a developmentally appropriate program from elementary grades through high school. In keeping with its mission, "A Sequoyah education challenges the mind, nurtures the heart, and celebrates human dignity," the school's program supports a student's social and emotional growth, and academic progress. The school was founded in 1958 and recently expanded its highly regarded elementary and junior high program to include a high school. The high school campus is located just a few miles away from the K-8 campus.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Director of DEI supports the school's mission and culture, is a collaborative and constructive member of the school's leadership team and must be willing to participate fully in the life of the school including attendance at events on evenings and weekends. The position's responsibilities include but are not limited to the following areas:

Leadership:

- Serve on the Diversity Steering Committee of the school's Board of Trustees.
- Chair the DEI faculty and staff committee.
- Lead the development and implementation of policies, procedures and programs that sustain a diverse, equitable, and inclusive school community.
- Lead the school in implementation of recommendations from the school's recent Diversity, Equity, and Inclusion plan.
- Hold the school accountable towards reaching stated DEI goals
- Assist in recruiting, hiring, mentoring, evaluating, and retaining faculty who reflect and/or support a diverse and inclusive school community.

Teaching & Learning:

- In collaboration with the Director of Curriculum and Student Support:
 - facilitate faculty participation in professional development training related to DEI, as well as inclusive practices, curriculum development, and co-curricular practices.
 - ensure seamless curricular infusion of inclusivity, cultural awareness, social justice exploration, and experiential opportunities for exploring DEI themes.
- Coordinate with the Dean of Students to develop diversity in student program offerings and widen student leadership opportunities in cross-cultural communication.
- Co-direct the high school advisory program.
- Serve as a general resource to the community for matters of diversity, equity, inclusion, and multicultural practices.
- Teach high school elective courses as needed.
- Support student leadership K-12.

Community:

- Oversee affinity and ally groups for students, parents, faculty, and staff.
- Coordinate events that highlight and celebrate diversity, equity, and inclusion.
- Collaborate with the Admissions, Advancement, and Business Offices to further increase and support student diversity and access to all aspects of school life.
- Expand the involvement of parents from underrepresented groups.
- Partner with the Advancement Office to extend outreach to graduates from underrepresented groups.
- Serve as a resource to the school counselors regarding cross-cultural issues that may emerge in their practices.

QUALIFICATIONS

- A master's degree is preferred, along with a minimum of three years of school administrative experience in diversity, equity, and inclusion.
- Participation in in-depth training in diversity, equity, inclusion, and multicultural practices at nationally recognized seminars and workshops.
- Strategic thinking skills with a record of accomplishment in the implementation of programs in diversity, equity, and inclusion in school settings.
- Experience with strategically collecting and utilizing data to set goals
- Strong organizational skills to interface successfully with academic and non-academic departments.
- Ability to work collegially with multiple constituencies.
- Capacity to enjoy working with faculty and young people in a secondary school environment.

DESIRED EXPERTISE AND EXPERIENCE

The Director of DEI will foster an environment that promotes individual learning and personal growth in accordance with Sequoyah's mission and Habits of Mind. She/he will report to Head of School and embody most if not all of the following qualifications, experiences and traits:

- Strong educational credentials, including an advanced degree
- Proven success as an independent school administrator, and as a teacher
- Exceptional public speaking and writing skills
- Excellent interpersonal skills
- Strong organizational skills
- Ability to think strategically
- Extensive pedagogical knowledge for students ranging from grades K-12
- Practice in work towards diversity, equity and inclusion
- A collaborative nature with a willingness to be flexible, demonstrate a sense of humor and maintain a strong sense of community
- A willingness to embrace all aspects of the school experience while keeping things in proper perspective

TO APPLY

Interested candidates please send a résumé and cover letter to recruitment@sequoyahschool.org.

Sequoyah School has a rich history of diversity and seeks candidates to enhance that tradition. Sequoyah offers competitive salary and benefits.

For more information about Sequoyah School, please visit our website at sequoyahschool.org