



## **Director of Diversity Equity and Belonging**

The Co-op School seeks a dynamic educational leader to serve as its inaugural diversity equity and belonging leader. The successful candidate will be an experienced educational leader devoted to the school's mission and programs. The Director will report to the Head of School and work closely with administration, faculty, students and families to ensure that diversity, equity and belonging are integrated throughout the school's curriculum, structures, policies and practices. Working closely with the leadership team the Director will partner across all constituencies of the school to develop, implement and monitor progress on ongoing strategic initiatives that help dismantle inequities and enhance The Co-op School's inclusive environment.

### **Job Functions:**

- Recognize and centralize the work that is being done across the school.
- Partner with the EDT (Equity Diversity Team) and the Board's DEI committee to determine how best to engage and deploy their skills and passions.
- Support community members where they are in their DEI and Anti-Racist learning and journey.
- Develop clear curricular progressions.
- Continue to build partnerships with community-based organizations.
- Ensure that activities, communications, and programs reflect The Co-op School's character as a diverse and inclusive community
- Coordinate the teamwork for developing sensitive working relationships with students, faculty and staff, and parents and for managing the personal, political, and institutional dynamics related to diversity issues in the school
- Working with the Head of School, Division Heads, Equity Task Force and any other appropriate staff member to resolve any violation of The Co-op School's Hate Speech Policy
- Assume administrative, teaching, and/or coaching duties as appropriate

### **DESIRED QUALITIES AND QUALIFICATIONS**

- An ability to embrace hopes and opportunities and to work collaboratively with others to shape and define the role.
- An entrepreneurial ability to identify needs, take initiative, and engage partners in strategic change.
- Knowledge of best practices in equity and belonging work and demonstrated experience in presenting and leading such work with community members whose understanding and journeys span a range.
- Demonstrated experience in developing equity and belonging strategy and effecting change.
- Ability to co-create, articulate, and move toward a bold vision while thoughtfully pacing change and engaging a wide range of stakeholders collaboratively and empathetically.
- Highly effective communication skills: inclination to listen to understand; clear and compelling written and verbal skills.
- An empathic, self-assured, and strong leadership style with ability to work with broad constituencies in an approachable, optimistic, and diplomatic manner.

- A systems-thinker with excellent organizational skills, strong attention to detail, and great followthrough, who can guide the school toward institutional equity and belonging.
- An inclusive, transparent, and trusted decision-maker.
- An educator at heart and in practice.

#### **TO APPLY**

Interested and qualified candidates should submit (preferably in separate PDFs) the following materials:

- A cover letter expressing interest in this particular position
- A current and comprehensive résumé
- Writing samples: 2-3 pieces geared towards different constituencies
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission)
- All materials should be sent electronically to Evelyn Espinoza, Director of Human Resources at [evelyn@thecoopschool.org](mailto:evelyn@thecoopschool.org). The cover letter should be addressed to Deanna Bocchetti.