



Director of Equity and Inclusion

About the Park School

The Park School seeks a Director of Equity and Inclusion to begin July 1, 2019. The Director will be a member of the School's senior administrative team and will provide focused, strategic leadership to sustain and strengthen current diversity initiatives and to develop mindful, innovative school-wide practices and programs in the areas of equity and inclusion.

Founded in 1888, Park is a leading Pre-K through Grade 8 independent school located on a 34-acre campus in Brookline, Massachusetts. We are a close-knit community that benefits from a diverse body of approximately 540 students and over 130 passionate faculty and staff. Our community is distinguished by genuine and warm relationships between students, teachers, and families and by small class sizes at all levels.

Park is committed to being a diverse, metropolitan, co-educational, day school. The School does not discriminate on the basis of race, color, religion, national or ethnic origin, ancestry, sex, disabilities, sexual orientation, gender identity, and expression, or family composition. Central to our mission is an appreciation of similarities and differences of perspective and the interdependence of all people. As a family school, our community is one in which the dignity of each child, teacher, and parent is respected.

Duties & Responsibilities

- In partnership with the Head of School and administrative team, lead the development and implementation of policies, procedures, and programs that sustain and further develop a diverse, equitable, and inclusive school community
- In partnership with the Head of School and the administrative team, coordinate the representative leadership of the Faculty & Staff Diversity Committee, the Parents' Association Diversity Committee, and the Board of Trustees Diversity Committee
- Create and implement a mission-aligned vision for community experiences related to multiculturalism, diversity, equity, and inclusion
- Support and collaborate with the Lower & Middle Division Head, the Upper Division Head, the Director of Curriculum & Instruction, and academic leadership to ensure that the school's curriculum and instruction delivers culturally aware and anti-bias content and culturally responsive pedagogy
- Oversee the faculty and staff professional development efforts related to diversity, equity, inclusion, and multiculturalism
- Partner with the Head of School, Lower & Middle Division Head, and Upper Division Head to develop policies and programs that deliver equity and foster inclusivity for all members of the community

- Serve as a resource and leader for the community with matters of diversity, equity, inclusion, and multicultural practices and communication, including working with S.E.E.D. leaders
- Lead and grow cross-cultural and identity-based student programming such as the Pangea/One World Club and the Gender Sexuality Alliance
- Model encouragement and compassion for all members of the Park community recognizing that each individual occupy a different location in his/her/their multicultural journey
- Work with the Admissions Office in recruitment efforts and practices to create a diverse and inclusive student and family body
- Serve on the senior administrative and emergency response team

Knowledge, Skills & Abilities

- Strategic thinking skills with a record of accomplishment in the implementation of effective and sustainable academic and effective programs in diversity, equity, and inclusion in school settings
- Community building skill set and the capacity and interest to work with a broad spectrum of learners to build cross-cultural competency in all constituencies — students, faculty, staff, trustees, and parents.
- Strong leadership and interpersonal skills, allowing one to work effectively with colleagues, parents, and students
- Capacity to facilitate conversations, mediate conflicts and represent Park in the community
- Strong oral and written communication skills, including public speaking and experience leading trainings and developing cross-cultural skills in others
- Capacity to enjoy working with colleagues and young people and their parents in PreK - VIII school environment
- Strong organizational skills needed to interface with several academic and non-academic departments
- Ability to work collegially with multiple constituencies
- A sense of humor
- A growth mindset
- Independent school experience

Qualifications

- A bachelor's degree, Master's preferred, and minimum of five years of administrative experience leading diversity, equity and inclusion work at the elementary, middle school, or secondary level
- Demonstrated experience in a culturally diverse community including diversity of race, ethnicity, gender, socioeconomic status, language, family structure, sexual orientation, and gender identity
- Participation in in-depth training in diversity, inclusion and multicultural practices at nationally recognized seminars and workshops

Application Information

- Please send a cover letter, resumé, personal statement, sample workshop outline, and the names and contact information of three references, including a current direct supervisor, to the contact listed below.
- Competitive salary and benefits, including a strong professional development program, will be commensurate with qualifications and experience. The Park School welcomes candidates who will add to the diversity of our community and who have demonstrated commitment to diversity, equity and inclusion in their teaching and learning.
- The Park School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national or ethnic origin, ancestry, sex, disabilities, sexual orientation, gender identity and expression or family composition or any other status protected by applicable law in the administration of its employment, education, admission, financial aid, and other policies and programs.

Scott Young, Head of School
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