



## **FACULTY JOB DESCRIPTION**

**Position/Title:** Director of Multi-Cultural Education  
**Appointment:** School Year 2018/2019  
**Reports To:** Director of the Upper School

Laurel School seeks talented faculty who will put our students first and strive to make a difference in their lives. We seek to attract culturally and academically diverse faculty who thrive on being engaged participants in our community. The most successful candidates see opportunities before problems, can laugh at themselves and succeed in a fast paced, forward-thinking educational environment. We are particularly interested in attracting teachers who have lived internationally, who have experience in residential settings, who view themselves as entrepreneurial, flexible, curious and creative. Laurel lives the mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

### **Position Summary**

The Director of Multicultural Education provides leadership in upholding the school's mission and values in creating an inclusive, engaged and welcoming community and curriculum. S/he will provide leadership and oversight in the work of the Board of Trustees' Equity and Inclusion Committee. S/he will partner with the Head of School, Division Heads, and senior administrators in the recruitment, hiring, mentoring, professional development, and retention of colleagues who reflect and support an inclusive multicultural school community.

### **Duties and responsibilities include:**

- Collaborating with divisional academic leaders in the review and revision of curriculum and co-curriculum to reflect best practices in multicultural education.
- Serving as a coaching resource for faculty in the areas of inclusive classroom teaching practices, multicultural curriculum design, cultural competency skill development and individual student support, and model these practices at the highest level through teaching a course on campus (content area based on teaching background).
- With the Coordinator of Equity and Inclusion, s/he will lead All-School professional development and work with Division leaders to support fulfillment of the School's diversity and inclusion goals.
- S/he will plan, implement, and support programming (including community events) related to diversity and inclusion with and for students, colleagues, and parents/guardians in collaboration with the Coordinator of Equity and Inclusion.
- Assisting the admissions office and divisions as needed in the recruitment and retention of a diverse student body.
- Providing suggestions to the Head of School on research-based best practices and policy regarding diversity and build relationships with colleagues, parents, and students to help ensure Laurel is a positive and welcoming environment.
- Working with families to facilitate involvement of underrepresented groups in the school's parent organizations and assist students and families with the transition to our school.
- Overseeing and developing affinity groups for students, colleagues, and families across the school as appropriate.
- Networking with leaders at other independent schools and leaders around the country in multicultural curriculum, professional development, and diversity best practices.
- Attending and presenting at local and national conferences is an expectation.

- Teaching one or more sections based on experience and expertise of individual and needs of the School or a commensurate obligation (teaching Lifeskills, serving as a Grade-level leader, and/or Coordination of Protege Internship Program).
- Other duties as assigned.

## **Required Qualifications**

The successful candidate must hold a bachelor's degree, preferably an advanced degree. S/he should have:

- Proven expertise in establishing, implementing and communicating vision and plan associated with multicultural education.
- Previous participation with in-depth training in diversity, inclusion and multicultural practices at nationally recognized seminars and workshops.
- Strategic thinking skills with a record of accomplishment in implementation of programs in diversity, equity, and inclusion in school settings.
- Exceptional written and oral communication skills.
- Outstanding interpersonal skills across a variety of constituencies (students, parents, trustees, faculty, community leaders, etc.) in a Preschool-12 school environment.
- Superb organizational skills needed to interface with several academic and non-academic departments.
- A strong desire to collaborate with passionate educational leaders.
- Knowledge of independent schools is preferred, but not required.
- Basic Knowledge of Microsoft Office and Google Classroom (Excel, Word and Outlook).

The candidate must possess or acquire and maintain a State of Ohio issued teaching certificate. The school welcomes the opportunity to continue to find ways to diversify our faculty.

## **Salary**

Laurel offers competitive compensation and a comprehensive benefits package.

## **To Apply**

Please see [www.laurelschool.org](http://www.laurelschool.org) for further information and a job application.

## **Work Environment**

Laurel School is a dynamic, forward-thinking, K-12 girls' school with a co-ed pre-primary division, where every child is well known. As a Facing History and Ourselves School, Laurel is fully committed to equity and inclusion; we actively seek a culturally diverse faculty and staff.

*Laurel teachers are committed to:*

- the study of research on girls' education
- integrating this knowledge into classroom practice
- working with each girl to fulfill her promise
- flexibility and openness to new ideas
- the academic and social development of girls
- involving parents as partners in the educational process
- the creation of a classroom community
- the integration of community-based learning projects at the classroom level and as a part of the whole school community
- equity and inclusion

- multicultural education
- outdoor education and sustainability

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.

*Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.*