



## **Director of Equity, Inclusion and Student Life Full-Time Position**

**DEPARTMENT:** Upper School/All School

**POSTING DATE:** 12/04/2019

**REPORTS TO:** Director of the Upper School (for the role of Director of Student Life) and Head of School (for the role of Director of Equity and Inclusion)

**FLSA:** Exempt

### **Position Summary:**

Hathaway Brown is seeking a dynamic leader for the Director of Equity, Inclusion and Student Life. This individual will play an instrumental role in our efforts to build a community where students care about each other and feel a sense of inclusion and belonging. We also want to continue preparing our students to successfully navigate a world full of people with different backgrounds, experiences and opinions.

The individual selected for this full-time position must be student-centered, culturally fluent with a growth mindset, have strong organizational skills, and a commitment to empowering students and educating adults as they help to develop and implement best practices in community-building and diversity, equity and inclusion efforts.

**The Director of Student Life** is the point person on the Upper School management team for nurturing a positive student-life experience and for maintaining a culture that encourages the growth of each girl, exemplifying high standards of character, behavior, and mutual respect. The Director should be able to connect with high school students as their caring advocate while also empowering them to responsibly meet HB standards in terms of academics, conduct, and contributions to the School. The focal points of the position are tending to the social and emotional lives of students, and helping to shape a strong, vibrant sense of community through events, activities and other initiatives.

**The Director of Equity and Inclusion** will oversee HB's Center for Multicultural Affairs and will lead efforts to engage people with diverse points of view and varied life experiences. We believe diversity enriches the learning environment and fuels innovation. As noted through the School's strategic priorities and foundational documents, a diverse, equitable, and inclusive environment is valued as a crucial source of strength as we prepare students for lives of strong character and leadership.

This Director will lead a team of Diversity Liaisons who work in each division of the school. Together they will develop curricular and extracurricular programs, facilitate professional development opportunities, support hiring and admission practices, and foster a school culture that aligns with the school's ambitious goals regarding diversity, equity and inclusion.

The Center for Multicultural Affairs falls under the auspices of HB's signature Center for 21st Century Education, a unique fusion of curricular and immersive experiences. The Director will oversee and facilitate the coursework and programming for Upper School students.

**Essential Functions:**

- Work with grade-level deans to shape Upper School culture through excellent mentoring.
- Plan and supervise social, recreational and curricular programs related to student life, including morning meeting, assemblies, Legacy Day, Carnival, dances and other community programming.
- Be an advocate for students and assist in establishing rules, norms and school culture.
- Serve as a member of the Administrative Council.
- Oversee, manage and support the team of diversity liaisons.
- Lead the Center for Multicultural Affairs, oversee the Social Justice Fellowship Program and teach affiliated electives in the upper school.
- Facilitate student clubs & affinity groups (Black Cultural Awareness Club, SWAG (School-Wide Activist Group), Spectrum (Gay/Straight Alliance), Muslim Student Association, Latina Student Association, Asian Student Association).
- Support admissions and human resources teams.
- Design multicultural special events & activities.
- Run parent/family education programs; collaborate with and support the HBPA.
- Represent the school as a member of the CCIS Diversity Practitioners Affinity Group and other organizations outside HB.
- Create and implement a Faculty & Staff Professional Development Series.

**Required Education and Experience:** Bachelor's degree and experience with teaching and DEI work.

**Salary** for this position will be commensurate with experience and responsibilities.

Interested candidates should email a resume, educational philosophy, and a cover letter, along with 3 professional references to: [hrstaffing@hb.edu](mailto:hrstaffing@hb.edu)

Hathaway Brown School has a rich 143-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, HB has earned a reputation for academic excellence and innovation in the region and around the country. Home of the signature Institute for 21<sup>st</sup> Century Education, HB has long been devoted to a fusion of cutting-edge curriculum and experiential learning. The HB community is a microcosm of the larger society, with students and faculty who bring a wide range of perspectives and life experiences and who hail from 89 different communities in Northeast Ohio. School divisions include the co-ed Infant & Toddler Center and Early Childhood program, along with top-notch all-girls educational offerings in grades K-12. HB is situated on a stunning 16-acre campus in Shaker Heights, Ohio—just minutes from the cultural attractions of downtown Cleveland.

Hathaway Brown School, HR ID#EIS12419  
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