Director of Diversity, Equity and Inclusion

The Ursuline School is a Catholic, college preparatory school dedicated to the intellectual, spiritual, and moral development of young women. Central to the philosophy of The Ursuline School is a concern for the student as an individual and a commitment to the education of the whole person. The school seeks to implement these values in every aspect of school life.

The Ursuline School seeks its inaugural Director of Diversity, Equity and Inclusion for the 2020-2021 school year. The Director leads the School’s efforts to assure an inclusive school community that values the diversity expressed in the School’s mission and policies. The Director will plan and implement ongoing professional development for faculty and staff, and will act as a resource for all students and faculty in the journey to understand and execute best practices.

Position: Full-time, 12-month senior member of the administration team, reporting directly to the President.

Qualifications: Demonstrated success in DEI work/leadership; 3 or more years of consulting work or employment around diversity, equity, and inclusion in schools; experience leading teams and facilitating workshops on diversity, equity, inclusion and cultural competency. A Master’s degree is required.

- Critical thinking skills and the ability to problem solve, work independently and make decisions routinely.
- A working knowledge of current research, practice and theory connected to DEI work.
- Excellent verbal and written communication skills.
- Excellent organizational skills; ability to establish and manage multiple priorities; ability to work under pressure.
- Strong collaboration skills and ability to create and deliver curriculum collaboratively with other educators and professionals.
- Sensitivity to all forms of diversity and an ability to set an inclusive tone that will permeate curriculum, communication and instructional procedures.
- A commitment to growth through professional collaboration and feedback.
- Ability to maintain strict confidentiality and professional boundaries.

Primary Responsibilities:

- Provides general and strategic leadership in the areas of diversity, equity, and inclusion at Ursuline.
● Works with the President to develop school policies and initiatives.
● Oversees the faculty DEI team.
● Along with the DEI team, designs student workshops and supports co-curricular efforts that align with the needs of the students of Ursuline.
● Supports the school’s efforts to recruit and retain faculty and staff from underrepresented groups.
● Oversees and coordinates community education programs for faculty, staff, students, and families about issues related to diversity and inclusion.
● Works with the Admission Office to help recruit, welcome, and retain students and families from diverse backgrounds.
● Plans, develops, and oversees cultural-competence and inclusion-focused education programs, anti-bias curriculum, professional development, and events for the entire Ursuline community.
● Serves as a resource for faculty in their work with students and in their development of inclusive curriculum.
● Collaborates with students, employees, families, Board of Trustees, and alumnae to promote diversity, equity, and inclusion through appropriate programs, meetings, committees, and other outreach.
● Coordinates student, adult, and family affinity and alliance groups.

**How to Apply:** Interested applicants should send a cover letter and current resume detailing their interest in the position and specific evidence of their qualifications to employment@ursulinenewrochelle.org.