



## **Director of Equity and Inclusion.**

### **Job Summary**

The Director of Equity and Inclusion will work with the school's academic leadership team to increase La Salle Prep's diversity, support students of color, expand our community's cultural competency, and prepare students and educators to engage equitably in an increasingly complex and global community. This person will also work to promote belonging and inclusion as well as academic excellence by supporting areas of school culture and climate, curriculum, and extracurricular activities. This is a part-time (.8 FTE=32 hours per week) position with full benefits.

### **Our Mission**

Inspired by St. John Baptist de La Salle, La Salle Catholic College Preparatory develops students of faith, service, and scholarship by providing a transformative education allowing students to realize their maximum potential and use their gifts to serve Christ and humankind.

La Salle optimizes financial and academic accessibility for students, especially the underserved, who desire a rigorous and relevant education preparing them for college and life.

The La Salle Prep community inspires students to find their voice as global citizens, to put their faith into action, and to lead exceptional lives of integrity, honoring the God-given dignity of all.

### **Equity Statement**

Guided by our Lasallian Catholic mission and core belief in God's presence in all things, La Salle Catholic College Preparatory commits to equity, inclusion, diversity, and justice. [View our full equity statement here.](#)

**QUALIFICATIONS:** Applicants must specifically address and demonstrate in their cover letter and resume how their education, training and/or experience, meets each of the following minimum qualifications:

## **Education & Experience**

- Master's degree or graduate level coursework in counseling, educational leadership, social work or equity and inclusion preferred. Equivalent combination of education and work experience will be considered.
- Bilingual preferred - preference for Spanish or Vietnamese
- Dedication to the mission of La Salle Prep and an understanding of Catholic Social teaching
- Experience working with young people and supporting the formation and growth of adolescents.
- Proven capacity and experience working with educators to develop curriculum and programming to support equity and inclusion
- Experience establishing and maintaining effective collaborative relationships with internal and external stakeholders.
- Strategic-thinking skills and experience designing and implementing innovative, effective and sustainable diversity and inclusion programs;
- Experience and ability applying sound creative problem-solving techniques to resolve difficult program issues and challenges.
- Organized, detail-oriented, resourceful and able to manage multiple projects simultaneously under varying deadlines;
- Flexibility, sensitivity and strong interpersonal skills necessary to work collaboratively with multiple constituencies;
- Ability to engage students in restorative practices, be a student advocate and mediate difficult conversations.
- A commitment to ongoing professional development around how to promote equitable academic outcomes and foster inclusive community

## **ESSENTIAL RESPONSIBILITIES**

### **Program Leadership**

- Lead the Inclusion Committee to collaborate with school leadership in implementing our equity lens for decision making.
- Collaborate with the academic leadership team in creating and maintaining an equity and inclusion strategic plan that is in line with our Graduate Profile and schoolwide goals and initiatives
- Determine measures of success of our equity work, monitor longitudinal data and initiate interventions as appropriate
- Plan, develop, and promote diversity and inclusion-focused education, programs, and events for faculty, staff, students and families
  - Lead staff training during in-service for new and returning staff (this includes returning to work one week prior to in-service)

- Develop summer opportunities for students and/or local teachers. This programming can be designed in collaboration with leadership team
- Work with the academic leadership team to respond to diversity and equity related issues among the student body and the faculty and staff as they arise
- Manage and maintain Center for Inclusion

### **Student Support**

- Assist with Student Support Team in promoting and supporting student success academically, socially and emotionally
- Support all students in their efforts as they engage in diversity and equity learning and anti-racist work
- Develop student leadership in matters related to diversity, equity, and inclusion
- Support the work, development, and organization of student Affinity Groups
- Connect students with opportunities and conferences for affinity leadership in areas of equity and empowerment

### **Faculty and Staff Collaboration**

- Engage and assist with Office of Academics and Curriculum/Instruction and Professional Development; aimed at teaching and learning to think critically about cultural diversity and equity
- Collaborate with both individual faculty members and departments to consider courses and curricula that include the study of race, gender, ethnicity, class, and religion and their intersections
- Work as a member of the Student Life (FSCI) Office in planning school-wide events such as assemblies, retreats and workshops.
- Oversee the implementation of heritage month programming with support of the FSCI Office, Affinity Groups and Student Leadership course.
- Collaborate with the Athletics and Activities office to ensure student athletes experience positive, empowering and engaging involvement in extracurricular activities while maintaining academic success.
- Collaborate with the Office of Communications to assure that ongoing equity work is represented and that an equity lens is applied to marketing, promotions and publications
- Support College Counselor in identifying college and scholarship opportunities for students of color and first generation college bound students
- Promote professional development workshops and programming for faculty and staff

### **Community Outreach**

- Attend Admissions events, Open House, Back to School Welcome receptions and campus and community events as needed. (Some events may occur in the evening and weekends)
- Assist the Director of Admissions in the recruitment of students and families and marketing to outside community
- Network with diversity directors at other Catholic and community schools as well as off-campus cultural resource organizations.

- Work with marketing staff to publicize diversity-related events, workshops, and educational opportunities for students, faculty, families, and the local community
  - Act as a liaison between the school and local communities of color to serve these communities better and to support the school's outreach and admissions marketing and recruitment programs.
- Other duties as assigned apply

Please send your cover letter, resume, and licensure credentials to Anastasia Mickelson at [amickelson@lsprep.org](mailto:amickelson@lsprep.org) or call (503) 353-1431.

Position to be filled for the 23-24 school year, open until filled.