



## Director of Diversity, Equity, and Inclusion

Type: Full-Time, 12-Month Employee

Supervisor: Head of School

Location: Chicago, IL

Application Deadline: February 7, 2019

Start Date: July 1, 2019

### Mission Statement

*Catherine Cook empowers students from preschool through eighth grade to be adaptive, confident, and productive stewards of an evolving world. Our community engages with ideals of cultural competence, progressive academics, ethical literacy, and innovation designed to inspire personal excellence and compassionate leadership.*

### Diversity Statement

*Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.*

### Position Overview

The ideal candidate for the Director of Diversity, Equity, and Inclusion (DEI) will have a proven record of strong leadership skills in DEI within an academic setting; a passion for teaching and learning; the skills to engage stakeholders in discussions and strategies to support the school's DEI initiative; flexibility; and a sense of humor. The Director will build and nurture relationships with all constituents while leveraging the existing knowledge and talents of these individuals. Qualified applicants will have strong written and oral communication skills, a commitment to professional development, and the desire and proven ability to work in a collaborative environment. The Director of Diversity, Equity, and Inclusion will report to the Head of School as part of the administration team and supervise the Associate Director of Equity and Inclusion.

### Duties and Responsibilities

The Director of Diversity, Equity, and Inclusion is responsible for, but not limited to, the following duties and responsibilities:

- Oversee and coordinate professional development for faculty, staff, and administration and other community engagement opportunities, as they relate to DEI.
- Act as the liaison between all constituents and senior leadership, creating a space for listening and learning about the DEI needs of the community.
- Co-chair Diversity Committee and develop meetings, topics, and events.
- Identify needs for additional support in curriculum and co-curricular programs in the areas of diversity, cultural competence, and social justice.
- Develop DEI Strategic Plan for all areas of diversity and make recommendations to the Head of School to further advance DEI efforts.
- Work closely with the Director of Admission and the Director of Advancement to develop and deliver consistent diversity messaging.
- Assist Director of Admission in efforts to recruit and retain families of diverse backgrounds.
- Lead efforts to support students receiving financial assistance or who attend school as recipients of the Grant for Diversity and Inclusion.

- Work with the administrative team to develop and maintain DEI strategies for the recruitment, hiring, and retention of faculty and staff.
- Work with faculty, staff, and administration in identifying, addressing, and supporting challenging situations, as they relate to DEI.
- Support existing affinity/alliance groups and identify potential needs for additional opportunities.
- Identify DEI leadership opportunities for students, faculty, and staff.
- Provide parent support through the development of DEI-focused educational events, programs, and conversations.
- Contribute to the creation of a culture of collaboration and transparency.
- Other duties as assigned by the Head of School.

### **Qualifications**

- Bachelor's degree required; Master's degree preferred.
- Four or more years of experience in a diversity, equity, and inclusion leadership role.
- Demonstrated knowledge of DEI best practices.

### **Benefits**

Catherine Cook School offers its employees a competitive benefits package including paid time off, medical, vision, dental, life insurance, retirement plan, and daily lunch.

*Catherine Cook School is an equal opportunity employer. Please visit [catherinecookschool.org](http://catherinecookschool.org) to learn more about our school and culture to see if you'd be a good fit.*

### **Qualified candidates can direct their resumes and cover letters to:**

Director of DEI Search Committee

[DEIsearch@ccookschool.org](mailto:DEIsearch@ccookschool.org)