



*as far as the mind can see*

## **6-12<sup>th</sup> Associate Director of Diversity, Equity, Inclusion & Belonging (DEIB)**

### **About Francis Parker School:**

Francis Parker School is a coeducational independent day school in San Diego, California with 1300 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world".

Overlooking Mission Valley, two separate campuses serve students in Lower School – junior kindergarten through 5th grade; Middle School – 6th grade through 8th grade and Upper School – 9th grade through 12th grade. As a college preparatory school Parker offers a comprehensive program that includes twenty-five advanced placement courses as well as a rich palette of electives – all designed to meet the individual needs of our students.

### **Job Description:**

"A school that is truly committed to increasing diversity and building an inclusive campus culture will have all its key school leaders involved in the process – from the Board to the Head of School, to its Director of Diversity and Inclusion, to Parent Association President. The School leaders will be intent on making a sustainable commitment to institutionalize cultural competency, equity, and social justice with a long-term strategic approach."

Dr. Steven Jones

National Expert on Inclusion and Diversity in Independent Schools

### **RATIONALE:**

**Leading From the Top: Engaging Across Our Community** – Our goal at Francis Parker is to mobilize our entire community to become a Center for Excellence at Assuring Inclusivity "As far as the mind can see" in the areas of diversity, inclusion, equity, and social justice. The 7<sup>th</sup> Principle of Good Practice identified by the National Association of Independent Schools (NAIS) in November 2012 recommends:

- 1. The Head of School ensures that diversity initiatives are coordinated and led by a designated individual who is a member of one of the school leadership teams, with the training, authority, and support needed to influence key areas of policy development, decision-making, budget, and management.*

In 2015, a new position titled the Director of Diversity and Inclusion became that person for the Parker Community. The role of this person is to provide leadership that furthers Our Mission, Our Commitment to Diversity, and assures an inclusive experience of differences for all students, their families, faculty and staff. In 2020, Parker made the commitment to expand the reach of the Director by creating the Office of Diversity, Equity, Inclusion and Belonging.

[www.francisparker.org](http://www.francisparker.org)

Linda Vista Campus 6501 Linda Vista Road San Diego, CA 92111 858 / 569-7900  
Mission Hills Campus 4201 Randolph Street San Diego, CA 92103 619 / 298-9110

## **Our Mission**

*To create and inspire a diverse community of independent thinkers whose academic excellence, global perspective, and strength of character prepare them to make a meaningful difference in the world.*

## **Parker's Commitment to Diversity and Inclusion**

Demographic shifts, preparing our students for an increasingly global society, and global connectivity through technology are only a few of the reasons we understand the need for a dedicated strategic effort to equip our students and community with skills for academic, social, and emotional success. Research confirms socializing with individuals of different ethnic, cultural, or religious backgrounds contributes positively to a student's cognitive and academic development, intellectual self-confidence and self-esteem.

## **Defining Inclusion: The Experiences of the Differences**

Francis Parker School aspires to be a community defined by diversity, equity, and inclusion.

- We define diversity as differences in identity such as race, sex, socio-economic status, gender identity and expression, age, culture, ethnicity, language, religion, sexual orientation, learning styles, physical ability, creed, and national origin.
- We define equity as ensuring that essential programs, activities, services, and technologies are accessible to all.
- We define inclusion as a sense of ownership and belonging in the school.

While an essential goal is achieving diverse enrollment, we realize that diversity alone is insufficient. Therefore, we strive to create an inclusive environment in which all community members thrive because it is a fundamental facet to students' academic, social and emotional success.

The **Associate Director of Diversity, Equity, Inclusion & Belonging (DEIB)** will function under the leadership of the **Director of DEIB** to implement the Assuring Inclusivity Strategic Plan's four strategic goals:

- 1) Reaffirming Our Commitment to Inclusive Community;
- 2) Diversifying Our Curriculum;
- 3) Recruitment & Retention for Racial and Ethnic Diversity; and
- 4) Strengthening Socio-economic Diversity.

The following pages outline the job description and responsibilities for the Francis Parker School Associate Director of DEIB position.

Full-time Position; reports directly to Director of DEIB; participates as a member of the divisional leadership team and supports the Director of DEIB in staffing the Board's Diversity Committee.

**Essential Duties/Responsibilities:**

The primary responsibility of the Associate Director of the DEIB Office under the leadership of the Director is to empower the Parker community to become a Center for Excellence at Ensuring Inclusivity “as far as the mind can see” in the areas of diversity, inclusion, equity, and social justice as indicated in the current strategic plan.

The Associate Director of the DEIB Office will coordinate with the other divisions to align the JK-12 DEIB goals and will meet regularly with the DEIB Office team and other program leaders to learn, partner and collaborate. The **Associate Director will be responsible for partnering with the DEIB Director, Division Head, affinity group program leaders and other specialization roles** to manage the multi-year growth and development plan to include critical milestones, key benchmarks, and quantitative metrics. The Associate Director will be accountable for communicating to key stakeholders (trustees, parents, faculty, students, alumni, and philanthropic investors) those measures of success.

The **Associate Director of the DEIB Office will directly serve the 6-12th divisions** as an internal consultant bringing the latest research, best practices, innovative ideas, and expertise in the area of anti-bias, anti-racist and culturally responsive teaching.

The Associate Director of the DEIB Office will support administrators, faculty, staff, and parents as they dare to be brilliant, creative, strong, and true in their roles of preparing each student for college, the world of work, and the global community.

The **Associate Director of DEIB** will leverage Parker’s Mission, the four strategic goals, and Parker’s unique culture to:

- Lead the efforts to systematically infuse multiculturalism, anti-bias and anti-racist pedagogy in all 6-12th curriculum development and scope and sequence work, partnering with Director of DEIB, Division Heads, Department Chairs, and faculty.
- Fully integrate and educate on cultural responsiveness in the 6-12th curriculum and teaching practices.
- Co-lead with the Division Head the efforts effectively and measurably to attract, recruit, support, and retain a diverse faculty and staff.
- Partner with the Admissions Office to attract, recruit, retain, and support students and their families.
- Collaborate with the Director of DEIB to lead diversity and inclusion parent education, ensuring that the PA efforts are aligned with and in support of the Schools goals.
- Design, develop, and oversee the implementation of policies and procedures that sustain an inclusive, equitable 6-12th community ensuring alignment with the lower school efforts.

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- Provide support to the DEIB Director for the Board of Trustees annual report presentation which includes a detailed analysis of the metrics and protocols to monitor, analyze and benchmark institutional progress, including collecting, analyzing and disseminating data on institutional climate.
- Develop and implement response protocols and practices to critical incidents regarding diversity, multiculturalism, inclusion, and belonging at the 6-12th divisions that support the overall JK-12 practices.
- Support the on-going development of affinity programs for students and adults in 6-12th division.
- Lead efforts to educate the 6-12th community by developing curricula, leading classes, workshops and other activities including support for organizational and leadership development.
- Expand Parker's Diversity Initiative with sustainable programs, training, professional development opportunities, guest speakers, educational field trips, and other activities that tap into Parker Community's passion for life-long learning, to continuously educate all community members.

**Qualifications:**

- Bachelor's degree or higher
- Minimum of 3-5 years of progressive responsibility in areas of school leadership and in the field of diversity and inclusion, specifically desirable skills include curricular development at the secondary level of education with special attention to our scope and sequence work
- Ability to analyze, interpret and manage data, and translate strategy into specific actions with clear accountability, making decisions based on best available information
- Ability to communicate priorities clearly and concisely to school leadership
- Experience designing, building and implementing anti-bias and anti-racist curriculum for secondary level teachers, students and administrators
- Ability to lead/support organizational development, leadership development and change management initiatives
- Experience presenting/leading diversity education programming to audiences of students, faculty, and parents
- Demonstrated knowledge of current trends and thinking concerning diversity and inclusion
- Excellent writing and public speaking skills, complemented by a demonstrated ability to effectively interact with students, staff and campus leaders in a variety of environments
- Ability to develop rapport and create buy-in among individuals who are on a continuum of their levels of understanding and agreement with diversity, equity, and social justice
- Ability to persuade, teach and build trust regarding key diversity and inclusion concepts and obligations



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**Salary and Benefits:**

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

**Non-Discrimination:**

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

*The following person has been designated to handle inquiries regarding the School's non-discrimination policies, including its Title IX policy:*

Name: Katharine Wardle

Title: CFO

Office Address: A114, Francis Parker School, 6501 Linda Vista St., San Diego, CA 92111

Telephone Number: 858 / 775-0430

Email Address: [kwardle@francisparker.org](mailto:kwardle@francisparker.org)

*For assistance related to Title IX or other civil rights laws, please contact OCR at [OCR@ed.gov](mailto:OCR@ed.gov) or 800-421-3481, TDD 800-877-8339.*

**Application Process:**

A cover letter, resume, transcripts and completed employment application should be submitted electronically to:

Christen Tedrow-Harrison, Director of the Offices of Diversity and Inclusion

[diversityjobs@francisparker.org](mailto:diversityjobs@francisparker.org)

<https://www.francisparker.org/about-us-/employment>

Please indicate the position you are applying for in the subject line

[www.francisparker.org](http://www.francisparker.org)

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