

# Diversity, Equity, and Inclusion Consultant

## The Girls' Middle School

Imagine a school where each day is alive with learning and the spirit of adventure. Since its founding in 1998, The Girls' Middle School (GMS) has been committed to progressive education and innovative programming, meeting the needs of a wide range of middle school girls who make up our vibrant, inclusive community. Our project-based curriculum encourages creative problem solving, collaborative teamwork, and independent thought. GMS educates girls during a pivotal time in their lives. Girls develop self-knowledge, confidence, and leadership skills supported by a staff highly attuned to their changing emotional and social needs. GMS encourages girls to find their voices, take risks, and become self-reliant.

## Job Summary

Since its founding, equity and inclusion has been central to GMS's mission through practices like our robust scholarship program and progressive pedagogy and curriculum.

At the same time, the school does not have an official role dedicated to DEI work. In past years, an active faculty Diversity Committee would meet every six weeks to two months to lead different initiatives. Last year, the Diversity Committee transformed into a DEI Task Force, including senior administrators, staff, and board members with the goal of elevating the importance of equity and inclusion work in the school.

This year, the DEI Task Force is split into working committees to help move us toward a strategic plan. We have two main committees, focused on documenting GMS's current equity practices and gathering resources to facilitate faculty learning.

At this juncture, we're looking for a consultant with deep experience and knowledge of industry best practices to guide us through a strategic planning process

## Skills and Abilities

- Experience in providing guidance, leadership, and consultation on diversity, equity, inclusion, and cultural competency to organizations with complex and diverse needs.
- Experience creating and implementing valid assessment tools for organizations to assess their culture of diversity, equity, and inclusion.
- Experience with Diversity, Equity, and Inclusion aspects related to curriculum and the student learning experience.

## Scope of Work

- Understand and create a picture of the **current state** of the school with respect to DEI efforts including but not limited to:
  - An inventory of existing initiatives
  - An analysis of stakeholders' awareness, understanding, perceptions, and capacity (funders, board of trustees, faculty, staff, admin, parents, students, community, etc.)
  - Data to inform the current state
- Articulate and align on a **vision for what's next** with respect to DEI efforts:
  - Using a shared understanding of DEI and existing frameworks, competencies, or good practices
  - Including goals for various areas of the school

- Develop **recommendations and a plan to make progress** to get closer to the articulated vision.

## Deliverable

- Current state documentation
- Vision for what's next (future state)
- Recommendations and a plan to make progress from current state to future state

## Timeline

We anticipate the work starting in early 2021 and are open to the suggested duration based on the expertise of the consultant.

## Interested candidates

Please send a resume and letter of interest to Jennifer Ayer at [employment@girlsms.org](mailto:employment@girlsms.org). GMS celebrates different perspectives coming together in community. We are committed to broadening the diversity, in all dimensions, of our faculty and staff.