



# Director of Equity & Inclusion

## Inflection Point Opportunity

Mount Tamalpais School is seeking our first Director of Equity and Inclusion to lead our equity, inclusion, and social justice efforts at a critical inflection point in the school's history. In doing this, we hope to foster an even deeper sense of belonging among all members of the Mount Tamalpais School community. The school is known for its strong, departmentalized academic program and supportive, intimate community. This new Director of Equity and Inclusion will be a strategic leader, building our professional community's capacity while leading efforts to recruit an even more diverse professional and student community. The position begins July 1, 2021.

## The MTS Commitment To Equity and Inclusion

Over the past decade, Mount Tamalpais School has made significant strides in equity and inclusion work led by faculty volunteers and administrators. Over the past three years, this work has become even more intentional, strategic, and broad-based.

## Professional Development

Diversity, equity, inclusion, and social justice have been a significant focus of recent employee professional development. The entire professional community engaged in a four-part workshop on race with Courageous Conversation. We have also hosted several half-day DEI focused workshops for the professional community.

Smaller groups of teachers and administrators have further engaged in this work. We have sent numerous teachers to workshops, including:

- NAIS People of Color Conference
- Equity as Excellence
- Women in Leadership

Notably, both our teachers as well as our school leaders have been engaged in this work. Our Head of School attended POCC in 2019, is participating in a four-part CATDC "Developing Diversity, Equity, and Inclusion in Independent Schools," and has engaged in ongoing coaching with a DEI facilitator.

## Curricular Growth

Inspired by division leaders, peers, and professional development, MTS teachers have brought a greater focus to DEI and SJ work at MTS. A few examples of this work include:

- Kindergarten “my culture” flipbooks in which each student completes a flipbook with their family about their culture, including language, food, clothing, celebrations, traditions, music, art, and religion. Each student shares their flipbook with the class.
- First and second graders studying about and then creating a peaceful protest.
- Fourth graders learn about urban agriculture and the food justice movement, highlighting organizations led by people of color in areas where access to healthy food has been limited.
- Eighth graders writing 2020 inaugural addresses in the voice of Frederick Douglass as part of a “Democracy: What is it and what should it be” unit.
- Teachers utilizing Anti-Bias Curriculum Standards and a variety of DEI and Anti-Racism resources as throughlines within instruction.

## Admissions

Growing the racial and socioeconomic diversity of our student body is a significant priority for the school. Our Director of Admissions and Marketing, a passionate voice in our work on equity and inclusion, has recruited a small group of current parents to help our marketing efforts. She has engaged all admissions volunteers in equity and inclusion training. In addition, she leads outreach efforts to include programs and people in Marin County who have ties to communities of color.

## Governance

The MTS Board of Trustees has also been engaged in Equity and Inclusion work. They formed the Committee on Community charged with guiding the Board’s work on equity and inclusion. Over the past year, they have had two meetings with professional facilitators and dedicated some portion of each meeting to equity and inclusion topics. Building on the work of a broad-based constituent group, the Board approved a Diversity Vision Statement in December 2020:

“Mount Tamalpais School is dedicated to nourishing and sustaining a diverse, equitable, and inclusive school community in which each person can be their truest self, knowing all perspectives, identities, and voices are welcomed and valued. It is our responsibility to create a school community where all members can thrive and where students are encouraged to be engaged and growth-minded citizens.”

Finally, the Board added the word “inclusive” to our mission statement:

“MTS is committed to the development of knowledge and goodness within children in an inclusive, nurturing, and academically inspiring environment. An MTS education, vigorous, creative, and process-driven, develops children who are well prepared for their future while

remaining young at heart. We infuse the academic, artistic, and athletic programs with the values of kindness, integrity, respect, and self-reliance so that all students can fully realize their human potential.”

## Significant Upside Potential

Despite this work and recent successes, there is much more to be done regarding equity, inclusion, and social justice at Mount Tamalpais School. We currently lag peer schools in the percentage of students and faculty of color. Our equity, inclusion, and social justice work is also nascent and has the potential to grow even more strategic, aligned, and intentional.

This new Director of Equity and Inclusion will be joining the school as we write a five-year Strategic Plan. They will have the opportunity to both craft and implement this vision.

## The Position

The Director of Equity & Inclusion will develop and oversee the collaborative implementation of the school’s goals for diversity, equity, inclusion, and social justice. They will report to the Head of School and be a member of the Administrative Team and Academic Leadership Team. They will also attend the Board Committee on Community meetings along with the Head of School. The Director will also teach a middle school class or serve in other administrative duties.

### Primary responsibilities include:

- Strategic planning & implementation
  - Work collaboratively with the Head of School and Administrative Team to write and implement a multi-year equity and inclusion plan that aligns with the school’s strategic plan.
  - Bring equity and inclusion lens to all strategic plan implementation as a member of Administration and Academic Leadership teams.
- Professional Community Growth
  - Coordinate ongoing professional development for all members of the MTS professional community.
  - Develop equity and inclusion scope and sequence for both groups of teachers and individuals.
  - Act as a liaison with the Parent Association in incorporating a DEI lens and focus.
- Curriculum Development
  - Support MTS curriculum development that reflects the diversity of our local and global communities

- Partner with teachers to develop lessons and units that advance equity and inclusion at MTS
- Recruitment & Retention
  - Partner with Director of Admissions and Marketing in efforts to recruit a more diverse MTS student and family population
  - Be a member of Admissions Committee
  - Play a lead role in the hiring process by helping to diversify the hiring pipeline, provide culturally responsive interview training, and serving as a representative/consultant on all key hires
- Student Body Resource
  - Coordinate ongoing student meetings and training through affinity groups, speakers, grade-level meetings, and other events
  - Identify needs and provide support to historically underrepresented students and families
  - Support and develop student diversity leadership

**The successful candidate will:**

- Have a demonstrated commitment to equity and inclusion work and remain on the leading edge of DEI work by attending relevant professional development and maintaining active participation in both regional and national diversity organizations
- Be proactive and strategic - lead, motivate, and inspire others
- Lead with love - warm, approachable, collaborative
- Effectively engage a wide range of constituents - connecting meaningfully with both students and adults
- Be a dynamic and strong public speaker
- Have a proven capacity to build rapport across diverse stakeholder groups
- Excel at strategy and action - Set clear goals and execute effectively to achieve those goals
- Work collaboratively with colleagues to achieve goals
- Network with DEI Directors at Bay Area Independent Schools and represent the school at local, regional, and national multicultural events as determined, in conjunction with the Head of School.

## To Apply

Interested candidates should submit a cover letter and resume to [jobs@mttam.org](mailto:jobs@mttam.org)