



Director of Diversity, Equity, and Inclusion

Reports to: Assistant Head of School; member of Senior Administration Team

The Kinkaid School is seeking a Director of Diversity, Equity, and Inclusion (DEI) to support the School's mission by developing and advising on matters that will advance the School's culture and community experience.

A co-ed, independent day school located in Houston Texas, The Kinkaid School is currently recruiting for a Director of Diversity, Equity and Inclusion, starting in July 2021. The position will be a full-time senior administration position.

Founded in 1906, Kinkaid's mission is to promote educational excellence and balanced growth in a challenging, safe, and inclusive learning environment for the benefit of intellectually capable children of sound character whose talents, interests, and uniqueness will be encouraged and nurtured to prepare them to lead, serve and become contributing citizens to Kinkaid, our country, and the global community.

Home to nearly 1500 students in grades Pre-K through 12th grade and almost 300 faculty and staff, Kinkaid is considered one of the premier independent schools in the country.

Position Summary:

This administrative leader oversees the integrated, collaborative implementation of the school's goals for diversity, equity, and inclusion throughout the curricular, co-curricular and community programs for students, faculty, staff, administrators, trustees, alumni, and parents/guardians. These goals are pursued within the context of the School's core values of honesty, responsibility, respect, and kindness.

Essential tasks and responsibilities:

- Carry out the School's strategic goals for DEI work at Kinkaid
- Organize and facilitate the work of the DEI Council
- Communicate Kinkaid's institutional vision around DEI efforts, providing in-house training to all faculty and staff; capture and share Kinkaid's successes, challenges, and lessons learned

Curricular Lens and On-going Equity Screening of the Curriculum

- Promote, advise upon, and support curriculum development aimed at teaching and learning to think critically about cultural differences and relational perspectives
- Collaborate with individual faculty members and departments to explore and recommend courses and curricula that include the study of race, gender, ethnicity, nation and nationhood, class, and religion and their intersections



- Research new pedagogies, curricula, and best practices that address common classroom challenges in teaching about identity, social difference, and inequality, and train Kinkaid's faculty how to incorporate them into their classrooms
- Integrate into Kinkaid's academic and out-of-classroom programs curricular and institutional change supportive of inclusive pedagogies

Student Leadership and Community Education

- Develop student leadership related to diversity, equity, and inclusion
- Coordinate yearly on-campus equity education programs for all three divisions
- Facilitate student attendance at local, regional, and national conferences related to equity education
- Collaborate with the relevant Division Heads to coordinate student affinity group leadership
- Act as a resource and coach for faculty and staff to cultivate multicultural skills and best practice strategies developing curriculum and programs
- Act as a resource for the Senior Administration Team to integrate multicultural skills and habits of heart and mind into their stewardship of the School

Recruiting, Networking, and Hiring

- Work closely with the Director of Human Resources and Head of School toward the goal of recruiting from a more diverse candidate pool for Kinkaid's faculty, staff, and administration
- Mentor, support, and help retain faculty and staff of diverse backgrounds to achieve workplace inclusion

Qualifications

- Masters degree required
- A minimum of three (3) years of service as a member of a diversity, equity, and inclusion council, committee, or board in an educational environment is preferred
- A minimum of five (5) years teaching or administrative experience, preferably in an independent school environment
- Excellent verbal and written communications skills
- Demonstrates leadership and facilitation skills
- Collaborative, resilient, flexible, diplomatic, confident, patient, and possesses a sense of humor and professional presence