



**Job Title: Director of Inclusion**

Position Title: Director of Inclusion	Reports to: Head of School
Job Category: Professional	FLSA: Exempt
FTE: 1.0; 12-month position	Start Date: July 2023

**General Summary:**

USM’s Director of Inclusion will serve as the school’s key thought leader and visionary around diversity, equity, inclusion, and belonging. This critical administrator will serve on the leadership team and report to the Head of School.

USM has a deep and long-standing commitment to cultivating a diverse, equitable, and inclusive community. This intentional endeavor is part of the fabric of all that we do, and can be seen through our curriculum and programs as we work to build understanding and best practices in our students, faculty, staff, parents, and other community members. The Director of Inclusion will work in consultation with colleagues throughout the school to ensure that our efforts towards greater inclusivity are comprehensive, thoughtful, and aligned with our mission and strategic plan.

The Director of Inclusion will be a thoughtful educator, a compassionate listener, and a wise leader who finds fulfillment in working with students, derives joy and meaning from the life of schools, and finds resonance with USM’s Common Trust values of respect, trust, honesty, fairness, and kindness. Above all, they will have deep experience with inclusion work and a profound commitment to strengthening the USM community.

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**Essential Duties and Responsibilities:**

- Partner with the Head of School and Senior Leadership Team to define and lead the school’s vision and strategy relating to justice, equity, diversity, inclusion, and belonging initiatives.
- Establish plans, programs and metrics for evaluation of such initiatives.
- Lead the coordinated efforts of JEDI liaisons and divisional leadership to evaluate systems, policies, and practices to strengthen and support the USM school community.
- Coordinate the efforts of JEDI-related groups within the community.
- In partnership with the Assistant Head of School for Teaching and Learning, plan and lead professional development around issues of justice, equity, diversity, inclusion, and belonging.
- Serve as a resource for administrators, faculty and staff on culturally responsive curriculum, pedagogy, and instructional practices.
- Work in collaboration with the Director of Human Resources to continue to recruit and retain diverse talent.
- Communicate and serve as an ambassador of USM’s efforts and programming related to justice, equity, diversity, inclusion, and belonging.
- Promote and coordinate student and employee involvement at local and regional conferences, as well as the annual NAIS POCC and SDLC Conferences.
- Teach in one of USM’s three divisions, dependent on experience.
- Serve as a visible, engaged presence in the daily life of the school, including visiting classrooms and attending after-school events.

- Other duties and responsibilities as assigned by the Head of School.

**Knowledge, Skills and Abilities:**

- Ability to effectively relate to students, faculty, staff, and parents and support them.
- Knowledge and understanding of child and adolescent physical, emotional, and intellectual development.
- Knowledge of curriculum design, planning, development, implementation and evaluation, assessment processes, and how they should operate in an effective school.
- Strong knowledge of the School's curriculum.
- Effective speaking, writing, and teaching skills.
- Ability to communicate, interact, and work effectively and cooperatively with all people, including those from diverse racial, ethnic, and educational backgrounds.
- Ability to contribute to cultural diversity and inclusion for educational enrichment.
- Strong interpersonal skills; capable of using tact and diplomacy in dealing with others.
- Strong organizational and effective time-management skills.
- High level of maturity, resiliency, confidentiality, and assertiveness.
- Ability to multitask and balance simultaneous demands.
- Strong conflict resolution and personal coaching skills.
- Commitment to professional growth.
- Appreciation of and receptivity to constructive feedback.
- Comfort with school technology.

**Education and Experience:**

- Minimum 5 years of successful experience as an educator and administrator
- Previous experience working effectively with culturally and socioeconomically diverse populations
- Master's Degree in an academic field such as education or related field preferred

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X



THE EXPERIENCE FOR A LIFETIME

Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.	X			
Lifting/pulling/pushing up to 5-25 lbs (i.e. boxes of books and mobile computer carts, etc.)	X			
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X

**Working Conditions:** Good working conditions in a positive and progressive school environment

**Drug Free Workplace:**

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

**Disclaimer:**

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.*