



## CANTERBURY SCHOOL

### Director of Diversity, Equity, Inclusion & Justice

#### Position Description

##### Summary

The Canterbury School seeks a Director of DEIJ (Diversity, Equity, Inclusion & Justice), an inaugural position for the 2023-2024 school year. This leadership position will report directly to the Head of School, serve on the administrative team, and work closely with the Assistant HOS for Student Life, Associate HOS for Academics/Dean of Faculty, the Director of Strategic Enrollment Management, and the Director of the D'Amour Center for Faith, Service & Justice to support the School's DEIJ initiatives for students and the larger school community. The Director of DEIJ will model and support the School's core values and commitment to diversity, equity, inclusion, and justice; plan and guide DEIJ initiatives; provide support when issues emerge in the community; and collaborate with a wide range of stakeholders - including students, school leadership, faculty, staff, alumni and families - to help create a deep sense of belonging for every member of the Canterbury community. This position will include 1-2 sections of teaching (e.g., language, math, English, history) as well as extra-curricular activities and possibly dormitory duty and/or coaching.

##### School Setting

Canterbury School is a co-educational boarding high school located in northwestern Connecticut, approximately one hour northeast of New York City. The school is comprised of approximately 325 students (of whom 70% are boarding), possesses excellent facilities, and is committed to the continuing education of its faculty. Canterbury is a school of balanced, talented, and spirited students. Canterbury has completed several major capital projects in the past three years and is heading into a strategic plan that will continue this momentum. The campus and programs may be viewed at the School's website: [www.cbury.org](http://www.cbury.org).

##### Essential Functions and Responsibilities

- In collaboration and conversation with the Head of School, Assistant Head for Student Life, and the Director of the D'Amour Center: design, implement, and assess DEIJ initiatives, programming, and special projects for parents, faculty/staff, and alumni, with special attention to student voice, needs, and programming.
- Amplify a culture of belonging, including support to students with marginalized identities; oversee student organizations related to issues of diversity, equity, inclusion, and justice; and manage affinity group leadership training, programming, and calendars.
- Serve as member of Climate Survey Committee to update, conduct, analyze, and track this biannual survey and its results in the short- and long-term.

- Along with the Director of Curriculum, act as a resource and support for teaching a culturally responsive and relevant curriculum and as a mentor for teaching faculty in the integration of DEIJ practices and pedagogy into teaching and learning at Canterbury.
- Assess and oversee ongoing student-facing programming in collaboration with the Student Life Office and develop new programming as appropriate;
- Meet regularly with and implement leadership training for advisors and student leaders of affinity groups, alliance spaces and other DEIJ-related student groups;
- Represent the School in various internal and external capacities when needed, including conferences, hiring fairs, admissions events, and other school events;
- Perform other duties as necessary to support DEIJ efforts in the School, including:
  - Participating in prospective faculty candidate interviews as a representative of DEIJ;
  - Helping to facilitate orientation/onboarding for new community members and ongoing DEIJ professional development for faculty in collaboration with the Dean of Faculty;
  - Helping to coordinate the creation and implementation of the DEIJ roadmap as part of the School's Strategic Plan, including regular data collection and analysis;
  - Collaborating with the Director of the D'Amour Center on the Social Justice Series, specifically seminars with a DEIJ focus;
  - Collaborating with Student Life to ensure disciplinary procedures are reviewed through a DEIJ lens and that there is accountability should incidents of identity-based harm occur on campus.

### **Specific Ownership and Responsibilities**

- Provide ongoing oversight, steady guidance, and accountability for the DEIJ Council, a student leadership group representing students across all four forms and resulting from a competitive selection process. The group meets biweekly as a full Council, alternating with biweekly meetings of the subcommittees.
- Serve as the faculty supervisor for AHANA (students of African/Hispanic/Asian/Native American heritage), formed in 2019 by and for students of color. Provide support to the faculty supervisor for GSA (Gender & Sexuality Alliance). These affinity groups are scheduled weekly and members also connect with faculty supervisors on an individual and organic basis.
- Offer “open door” conversation to members of the Canterbury community regarding DEIJ issues.
- Facilitate and chaperone student participation in conferences and activities, such as SDLC (on the national and state level).

## Qualifications

- Bachelor's degree and 3+ years in diversity, equity, inclusion, and belonging-focused work with students in a 9-12 educational setting is preferred;
- Demonstrated ability to effectively engage across dynamics of difference, facilitate difficult conversations and address varying perspectives on a range of issues;
- Demonstrated experience with designing and facilitating learning opportunities for students and adults;
- Demonstrated interest in and passion for working with adolescents, along with a deep understanding of and willingness to embrace the lifestyle of a boarding school;
- Must possess a high degree of excellent oral, written, and interpersonal communication skills;
- Demonstrated ability to collaborate with a wide range of constituencies, and to work autonomously with minimal oversight;
- Able to handle sensitive and confidential information with a high degree of discretion and sensitivity;
- Able to manage multiple competing priorities while meeting strict deadlines;
- Flexibility to work some nights and weekends for school events and conferences.

## How to Apply

Résumé, letter of interest, transcript (which may be unofficial) and 2-3 letters of recommendation should be forwarded to Associate Head of School for Academics Sue Roberts 101 Aspetuck Avenue New Milford, CT 06776 or emailed to Sue Roberts at [sroberts@cbury.org](mailto:sroberts@cbury.org).

*Canterbury School, in the treatment of employees and applicants for employment, is committed to a policy of equal opportunity and non-discrimination. To learn more about Canterbury's efforts to maintain a diverse and inclusive community, please visit our website at <https://www.cbury.org/about/deij>. Finally, Canterbury complies with all federal and state guidelines regarding COVID-19 prevention, including the Connecticut state mandate that all employees of K-12 schools be fully vaccinated against the COVID-19 virus. This mandate is subject to medical and religious exemptions.*