



OUR LADY
of
GOOD
COUNSEL
HIGH SCHOOL

JOB TITLE: Director of Multicultural Affairs and Inclusion

JOB DESCRIPTION: Oversee all activities for the Office of Multicultural Affairs and Inclusion. Provide strategic leadership and implementation of diversity, equity, inclusion, and justice initiatives. Ensure that all activities are aligned with the school's Catholic identity and Xaverian Charisms. Demonstrate leadership in the areas of student life and retention, culturally responsive teaching practices, faculty/staff recruitment, and restorative practices.

JOB TYPE: full-time, 11 month position (some evening, weekend, and overnight activities required)

LOCATION: Our Lady of Good Counsel High School, 17301 Old Vic. Blvd., Olney, MD 202832

SUPERVISOR/MANAGER: Chief Mission and Identity Officer

RESPONSIBILITIES:

- Develop, oversee, and implement diversity, equity, inclusion, and justice (DEIJ) activities for the school community, that advance the strategic plan, are rooted in Catholic social teaching, and are aligned with the school's Xaverian mission
- Develop and implement an action plan to promote culturally responsive teaching and curriculum development for faculty. Facilitate and provide relevant professional development training in the form of workshops and one-on-one meetings.
- Manage school-wide celebrations and collaborate with the school community to enhance the coordination of cultural and educational programs that increase awareness, appreciation, and engagement for the school's diverse population.
- Oversee the selection and cultivation of student leadership in the areas of DEIJ. Facilitate their participation in local and national conferences, oversee the development and implementation of student-led educational teach-ins and events that promote community building and cultural inclusivity; and provide training and guidance on inclusive leadership practices for students.

- Collaborate with the Deans of Students and school leadership on developing a formalized response to bias related incidents and other serious code of conduct violations. Support equity in disciplinary response, the incorporation of restorative practices, and the promotion of practices that foster community belonging.
- Participate in the screening and interview process for all faculty and staff job applicants.
- Facilitate faculty/staff attendance at conferences related to DEI and serve as a resource for moderators and leaders of student affinity groups.
- Collaborate with the Admissions Office in the recruitment, orientation, and retention of students
- Serve on the Diversity Committee of the Board of Directors
- Serve on the Academic Council and Internal Enrollment Management Committee
- Pursue professional development opportunities; network with other diversity practitioners; and attend conferences and professional meetings in order to remain current with DEI issues that may affect the school.
- Proactively communicates the activities of the Office of Multicultural Affairs and Inclusion to the broader community.
- Develop and manage the office budget.
- Assume a one-class teaching load.
- Other duties as assigned by the Chief Mission and Identity Officer and/or the President

QUALIFICATIONS:

- Possesses a minimum of a Bachelor's degree in related areas of studies
- Demonstrated commitment to multicultural affairs, DEI issues, and strong interest in playing a visible leadership role
- A clear and decisive leader, who is an excellent communicator, relationship builder, and active listener.
- Candidates do not have to be Catholic, but must possess a well-developed knowledge and appreciation of Catholic Social Teaching

EXPERIENCE:

- Relevant DEI leadership experience preferably in a Catholic institutional setting
- Have at least five years of experience working in a mission focused organization
- Experience developing and delivering DEI content to a broad based group of constituents

SKILLS:

- **Must have exceptional interpersonal, communication, listening, and presentation skills**
- **Must have exceptional organizational, time management, and administrative skills**
- **Ability to manage and effectively prioritize multiple projects and requests.**
- **Ability to handle sensitive information with high levels of discretion and confidentiality**
- **Ability to design meaningful and engaging programs for a diverse group of students and adults**
- **Ability to modify and adjust programming based on contextual factors and community needs**
- **Is flexible and willing to embrace growth and change**

REQUIRED WORK HOURS: Full-time, 11 months

NON DISCRIMINATION:

Our Lady of Good Counsel High School does not discriminate in its educational and employment policies based on race, color, national origin, ethnic origin, sex, age, disability, religion, or sexual orientation. The following person has been designated to handle inquiries regarding the non-discrimination policy: Evelyn Nicholas, enicholas@olgchs.org.

PAY RANGE AND BENEFITS:

Good Counsel offers a competitive salary and benefits package including medical, dental, vision, life insurance, disability insurance, a 403(b) retirement savings plan, tuition remission (after three years), daily lunch, accrued vacation and sick time, and school holidays.

HOW TO APPLY:

- All applications should be emailed to employment@olgchs.org.
- Complete applications shall include: 1. cover letter; 2. resume; 3. contact information for three professional references.
- The cover letter should address how the candidate would align the delivery of DEI programming with Catholic Social Teaching.
- Review of applications will begin immediately upon receipt with priority consideration by May 31 . Only complete applications submitted via email will be considered.

ABOUT OUR LADY OF GOOD COUNSEL HIGH SCHOOL:

Our Lady of Good Counsel High School is a private, Catholic, college preparatory, coeducational high school in Olney, Maryland. It is located in the Roman Catholic Archdiocese of Washington.

Operated under the sponsorship of the Xaverian Brothers, Good Counsel offers students in grades nine through twelve a wide array of programs and activities that advance academic excellence, foster spiritual growth, and encourage leadership and service to others. With a student body of just over 1,200, the school prides itself on being a community that promotes an inclusive environment, embodying the Xaverian Brothers' values of simplicity, humility, compassion, zeal, and trust.

The school was founded in 1958 as an all-boys school in Wheaton, Maryland. In 1988, the school became coeducational. During the 2006-2007 school year, the school relocated to a new, sprawling 51-acre, high-tech campus in beautiful Olney, Maryland.