

**The Wesley School**  
**Director of Diversity, Equity, Inclusion, and Belonging (DEIB)**  
**Job Description 2025-2026**

**The Wesley School**, established in 1999, is a co-ed K-8 independent day school in North Hollywood. Nurturing a community of belonging is at the core of everything we do. By intentionally centering the relational aspect of teaching and learning, our educators provide students with the confidence that can only be created through being known, appreciated, and included. Having been inspired by these exemplary teachers, Wesley students approach all activities with optimism as well as with an understanding of their role to actively take part in shaping their experience, and those around them, with compassion, confidence, and creativity. The essence of Wesley, like most truly special things in life, must be felt to experience the warmth and welcome we have to offer.

**ROLE DESCRIPTION:** The Director of Diversity, Equity, Inclusion, and Belonging (DEIB) is a member of the Senior Leadership Team who works in collaboration with other school leaders, faculty, and staff in realizing the school mission: *Within a community of belonging, we nurture joyful, confident learners to think critically, creatively, and compassionately.* This role reports directly to the Head of School.

**Essential Duties and Responsibilities include, but are not limited to:**

**Leadership**

- Provide strategic leadership, guidance, and support in the areas of diversity, equity, inclusion, and belonging that further Wesley School's Mission Statement, Core Values, and Strategic Plan
- Lead Professional Development for Faculty and Staff on Diversity, Equity, Inclusion, and Belonging (DEIB) related initiatives
- Chair and facilitate the work of the school's Strategic Plan DEIB goals
- Partner with the Admission's staff to recruit, assist, support and welcome diverse, mission-aligned families during the application and onboarding process
- Partner with Leadership to focus on the retention of mission-aligned families
- Collaborate with Program Heads to develop school-wide and program-specific structures, systems, and policies that further and support student belonging

**Management**

- Develop, implement, and support professional development for Faculty and Staff that deepens cultural competency, anti-bias teaching practices, and considers the intersection of race, class, and identity in the community
- Collaborate across all programs and departments to plan, organize, and implement events for students to bring awareness and competency to discussions of race, class, and identity

- Collaborate with Program Heads, Curriculum Director, and Learning Support Team, including our School Counselor, to support and assist with parent communication and parent education
- Coordinate and Support Affinity and Ally groups for students, Faculty, and Staff
- Develop metrics to gather qualitative and quantitative data to inform decisions, track progress, and measure the impact of DEIB initiatives related to the School's strategic plan, the student experience, and student outcomes

### **Policy**

- Partner with leadership to provide strategic guidance around policies and practices impacting the student experience
- In collaboration with Leadership and Human Resources, support the recruitment, onboarding, and retention of a diverse employee population
- Partner with the Development Office to provide strategic guidance around policies and practices impacting our internal and external diverse donor communities
- Develop a proactive support system for students and their families to ensure that every student has the resources needed to experience an authentic sense of belonging and in all other ways to be successful at Wesley

### **Curriculum**

- Work with the Program Heads and Curriculum Director to continue to implement periodic review and evaluation of the curriculum through a DEIB lens

### **Requirements**

- Bachelor's degree in a relevant field: graduate degree preferred
- A strong commitment to building a school culture that is rooted in best practices around diversity, equity, inclusion and belonging
- Understanding and supporting the school's mission and core values
- A sensitivity to and knowledge of the needs of a diverse community and the ability to work effectively with students, staff, faculty, families and stakeholders from diverse backgrounds
- Strong organizational and communications skills
- A commitment to respect for others, collaboration, a team-centered approach, confidentiality, and follow-through

School requirements include: Background check, First Aid/CPR training (school sponsored), negative TB result.

Position available for the 2025-26 school year with a July 1, 2025 start date.

Salary Range: \$100,000 - \$140,000

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Working Environment:** Sitting or standing for prolonged periods of time. Light to moderate lifting (up to 30 pounds). Specific vision abilities required by this job include close vision, ability to adjust focus, and sound hearing. The noise level in the work environment is usually moderate to loud. The ability to speak clearly and coherently is also required. Reaching, kneeling, pulling, pushing, bending, crawling, walking, running, jumping, writing, and keyboarding.

The Wesley School is an equal opportunity employer committed to providing a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, color, age, disability, national origin, gender identity, sexual orientation, marital status, ancestry, religion, and genetic information. Candidates of color and candidates from other groups traditionally underrepresented in independent schools are encouraged to apply.