Job Description of LREI’s Director of Equity & Community

Administrative:
Being a full member of senior administrative group, and therefore at the center of school decision-making. Supporting the school and its leadership. Provide strategic leadership in the area of diversity, equity, and social justice based on the school’s mission and strategic plan.

Internal Outreach and Support:
Attending meetings of the various diversity and affinity groups in the school, and/or getting regular feedback from these groups in order to know what is going on and develop the relationships and trust the position needs. Coordinating efforts among groups and individuals and providing administrative support for their activities where appropriate. Initiating activities to help all members of the community feel fully part of school life. Supporting and/or managing activities of all whose purpose and goals are related to diversity and equity issues.

Problem Solving:
Dealing with issues as they arise, identified by or through the Director or other administrators and faculty members, parents and trustees. Acting as an “ombudsman” for staff, students or parents who are encountering equity-related issues, and helping them find the most appropriate route for dealing with particular issues.

Monitor:
Ensuring that all school efforts and activities take into account the community’s diverse needs. Review school publications & communications to make sure they reflect our Mission and Diversity Statements.

Communication & Liaison:
Communicating and coordinating with school administration, faculty & parents re diversity and equity-related concerns, issues and events. Liaison with the Board of Trustees through the Committee on Diversity & Community (CDC). Liaison with any outside diversity consultants and facilitation of the consultant’s activities.

External Outreach & Recruiting:
Strengthening the school’s efforts to attract diverse faculty and families. This includes participation in job fairs and conferences, linking with educational organizations that focus on diversity and outreach to multicultural organizations and communities in NYC and the larger independent school community.

Staff Development & Parent Education:
Developing periodic workshops and bring in outside speakers/consultants to enhance our understanding of equity in our community. Serving as a resource for faculty/staff, trustees, parents, students, and administrators seeking more information about diversity and equity-related issues.