



**Job Title: Director of Diversity, Equity and Belonging**

**Job Class: Full Time, Exempt**

**Reports to: Head of School (HoS)**

Escuela Bilingüe Internacional, a PK-8 independent, bilingual and IB World School in Oakland and Emeryville seeks an experienced, dynamic and innovative leader to serve as the Assistant Head of School for Academics (AHO SA) beginning July 1, 2022. The AHO SA will work closely with the Head of School as a thought partner and strategist to support 408 students and over 55 teaching faculty members, serves as a member of the senior leadership team, leads the pedagogical leadership team and teaching and learning and student success departments, as well as reports to the HoS. The Director of Diversity, Equity and Belonging (DDEB) is responsible for advancement of the Strategic Roadmap for the Institutionalization of DEIB and the leadership and implementation of PK-8 DEIB programs in alignment with our IB framework. Responsibilities also include but are not limited to the Professional Development, DEIB Community events and Parent education in collaboration with the Pedagogical Leadership, Head of School and Senior Leadership Team (SLT) and the development of DIESEL (DEIB and SEL) and advisory programming in collaboration with the Director of Wellbeing and DEI and the Student Success Team.

### **THE IDEAL CANDIDATE**

The position requires someone with a deep, personal commitment to building DEIB programs for educational excellence and belonging, coupled with keen interpersonal intelligence. EBI seeks candidates who enjoy working in a diverse, international environment, who supports the mission and vision of EBI, embodies all attributes of the IB Learner Profile and who possess confidence, humility, and empathy, as well as excellent organizational and communication skills.

The ideal candidate will offer most, if not all, of these characteristics:

- Bachelor's Degree in a relevant field required, Master's/Doctoral degree is strongly preferred.
- A passion and personal commitment for empowering student voice and developing an inclusive community that is open and respectful to all voices;
- Experience in the field of advocacy and inclusion, preferably with Preschool through Eighth Grade students;
- Experience, training, or certification in diversity and equity work;



- Time-management skills and the ability to support the needs of multiple constituencies;
- Two more years of experience as an academic leader as a member of the leadership team is required, preferably in an independent school.
- Bilingual in Spanish and English preferred
- The ability to work closely with teachers to support and facilitate their collaboration, creativity and collegiality.
- Experience in hiring, supporting, developing, and retaining a diverse faculty and administrative staff.
- Knowledge of the IB Programmes, in particular PYP and MYP preferred
- Strong understanding of the physical, social and emotional developmental stages of students ages 3 to 15.
- Proven commitment to DEIB/social justice, including anti-bias and safe identity educational practices.
- Strong knowledge and experience with best practices in Elementary and Middle School curriculum, instruction, and assessment.
- Strong knowledge and expertise of education technology and blended learning.
- Ability to maintain composure, confidentiality, tact, sensitivity, and flexibility during peak stress periods and crisis situations.
- Willingness to lead and collaborate with diverse constituencies and teams
- Flexibility, given the uncertain times we are living through
- Commitment to 21st-century education, including knowledge of the key role of SEL practices in whole child education and international mindedness
- Joyful and empathetic educator who is a strategic thinker and a visionary builder.
- A champion of both students and faculty and staff.
- Thoughtful and adept at conflict resolution. Empathetic problem-solver.
- Collaborative leadership style and intentional commitment to life-long learning.
- Courage to support and/or make difficult or unpopular decisions, when needed.
- Excellent interpersonal, communication, listening, and organization skills.

*Major Areas of Responsibility:*

The Director of Diversity, Equity and Belonging (DDEB) will be a member of the EBI leadership team responsible for overseeing the creation, implementation, and ongoing review of the EBI Strategic Roadmap for Diversity, Equity, and Inclusion and Belonging in partnership with the HoS and the DEIB team. The DDEB also supports the mission by developing and implementing programs designed to foster



a sense of belonging for all students, staff and community members. The Director, as a member of the DEIB Team, will also work to ensure that systems are in place to support student success in all aspects of student life, including SEL and DEIB work. The DDEB regularly uses discretion and independent judgment to design, manage, and co-create DEIB-focused programs for overall wellness. EBI believes that diverse experiences, identities, and perspectives are fundamental to academic, social and emotional growth, as well as preparing students for the world they will inherit. The DDEB will be passionate about DEIB and social justice, serve as a member of the senior leadership team and operationalize practices that build equity. The DDEB will educate, advise, coach, and collaborate with leaders, faculty, staff, and students to develop an inclusive mindset. They will facilitate the sharing and fostering of best practices regarding DEI across all divisions of the organization.

- Serves as part of the SLT and staff liaison to the BoT DEICom as requested by the HoS
- Partner with school leadership to enhance, create, and implement innovative programs to ensure equitable internal practices and support diversity and inclusion at EBI. This includes recruitment and retention of students, faculty and staff.
- Translate strategies into tactical plans with clear actions, accountability, and goals to promote equitable DEIB practices
- Work in conjunction with school leadership to develop institutional accountability metrics to evaluate progress on cultural and systemic change in DEIB, and share progress with the EBI community and BoT as requested by the HoS
- Develop training opportunities to educate staff, and students on how to recognize, accommodate and appreciate individual differences
- Implement expectations for DEIB skills for all faculty and staff, and establish systems of accountability
- Collaborate with HR and school leadership on programs to attract, hire, retain, and promote a diverse workforce
- Partner with the Senior Leadership team to integrate DEIB and restorative justice practices into core decisions through the organization
- Stay current on emerging issues and trends in DEIB work and make recommendations as there are opportunities
- Ensure the School's climate and culture are healthy through the regular collection and analysis of data to inform strategic decision making



- Work with the admissions office to recruit, welcome and support students and families and to support diversity reception events
- Support Principals, the Student Success Team (SST) and faculty in the development of curriculum to support the infusion of themes related to equity and justice
- Develop & promote systems that ensure equity in student access to schoolwide resources & programs
- Promote and facilitate language access for school-sponsored programming and events
- Support the Admissions department with the admission process, Business Office with tuition assistance/Diversity fund, and DEIB alignment
- Support Principals and Student Life/Deans in the development and implementation of a Restorative justice approach in advisory sessions for MS and LS to help community members through bias incidents and microaggressions
- Coordinate, prepare and/or provide professional development around DEIB
- Partner with the Advancement department to maintain and manage DEIB Communications plans as well as DEIB dashboards as requested.
- Support & facilitate the implementation of a DEIB elective class for MS
- Coordinate and support, parent and staff affinity groups to promote a more equitable school community
- Serve as a SEED Facilitator
- Coordinate events and programs within the school to educate the community and raise awareness of multiple perspectives, social justice, cultures and experiences
- Create opportunities and connections with those outside of the school community, locally, nationally, and internationally
- Track, document, and report on DEIB priorities and established targeted growth goals
- Perform other duties as assigned by the HoS

### **Application Process**

To be considered for the position, please complete an [application](#), and send a letter of interest, a resume, and contact information for at least *three professional references*,



*including supervisors*, to Zeltzin Jimenez, Executive Assistant to the Head of School at [zjimenez@ebinternacional.org](mailto:zjimenez@ebinternacional.org). Please generate all documents as one MS Word doc or a converted PDF file. Incomplete files, or files or candidates that do not meet the desired qualifications, will not be considered.

*EBI is an Equal Opportunity Employer and is committed to diversity. We encourage all qualified candidates to apply.*