



Open Position

Title:	Director of Diversity, Equity, and Inclusion	Supervises:	Dean of Students for DEI and Belonging
Reports to:	Head of School	FLSA Status:	Non-exempt
When Needed:	2022 – 2023 Academic Year	FTE:	Full-time, Year-round

Seattle Waldorf School is seeking a talented, compassionate, and engaging Director of Diversity, Equity, and Inclusion to help us advance our mission to inspire learning, courage, and joy in the developing human being. We are looking for someone who can work effectively—independently as well as part of a team. We need a leader who understands best practices in diversity, equity, and inclusion and who is passionate about the Waldorf educational philosophy and practices and enhancing student life. Salary is competitive with independent schools. SWS offers an excellent benefits package, opportunities for professional development, and an extraordinary work environment.

Who We Are: At Seattle Waldorf School, students become creative problem-solvers—imaginative thinkers who journey toward intellectual excellence, human compassion, and artistic skill. Our modern curriculum is rooted in tradition—for children 18 months to 18 years. We lead students on a joyful journey that fosters critical thinking, synthesis, and creativity. Founded in Seattle in 1980, we are the only Preschool–Grade 12 Waldorf School in Washington. At Seattle Waldorf School we are committed to creating a community that is inclusive for all faculty, staff, families and students, especially those who have been impacted by racism and oppression, and to create a culture that supports racial equity by changing our existing systems and practices. **Our Mission:** Daily we strive to inspire learning, courage, and joy in the developing human being.

Job Summary: Under minimal supervision, leads implementation of the school’s diversity efforts, including faculty and staff recruitment and retention; student recruitment and retention; DEI-oriented curriculum; parent community education; and student life. This is a non-faculty position, reporting directly to the Head of School, and serving as a member of the school’s senior leadership team. The Director of DEI works closely with academic and administrative staff across campus.

Specific Responsibilities

Admission and Outreach

- Represents the school at local, regional, and national events as determined in conjunction with the Head of School
- Acts as a liaison between the school and local communities of color in order to better serve these communities, and to support the school’s outreach and recruitment programs
- Networks with diversity coordinators and leaders at other independent schools as well as off-campus resource organizations
- Collaborates with the Admission Office in the recruitment, admission, and retention of students and families, including, but not limited to, participating in admission Open Houses (internal) and local community (external) admissions events, serving on admission committees, advising the Director of Enrollment Management on enrollment decisions and serving on enrollment management committees to support student success
- Works with Admission Office to recruit, welcome, and retain students from diverse backgrounds
- Along with the Director of Enrollment Management, attends admission fairs and extends personal outreach to diverse applicant families
- Coordinates with the Admission Office to identify all incoming students of color and other under-represented groups whose families might need more personalized and proactive attention to help them become connected to the school community; devises and develops individualized strategies to facilitate that connection

Hiring

Collaborates with the Leadership Council and human resources in the recruitment and hiring of faculty and staff, including, but not limited to, participating in hiring fairs, traveling to recruit, and representing the Office of Diversity, Equity, and Inclusion on hiring committees

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Student and Family Support

- Serves as a liaison to student groups, including, but not limited to, those designed to advance the work of DEI at Seattle Waldorf School
- Shares responsibility with members of the DEI team for all matters relating to inclusivity for students, families, faculty, and staff

Parent Association and Parent Education

- Works with the Parent Education Committee to provide informational opportunities to families relating to DEI
- Partners with the Parent Association to advance DEI work within the association, including, but not limited to, providing educational (evening) workshops for families, supporting affinity groups, and hosting and/or attending events that engage members of the SWS community in building an inclusive community

Liaison to the Board's Equity Committee

- Pursues strategic goals
- Provides strategic leadership in the areas of diversity, inclusion, equity, and access

School-Wide Training

- Works with the Pedagogical Chairs and the Leadership Council to develop and deliver a multicultural curriculum
- Plans, develops, implements, and markets diversity and inclusion-focused education, programs, and events for faculty, staff, students, and families
- Develops school-wide education and training in the area of cultural competency from the Board level through the parent body, and including faculty, staff, and students
- In consultation with the Leadership Council, designs and implements faculty and staff professional development relating to matters of DEI
- Creates opportunities to promote, foster, and celebrate DEI among the school's constituents, including students, Trustees, faculty, staff, administrative groups, parents, and alumnae/alumni

All-School Coordination of Events and Student Activities/Groups

- Initiates/coordinates/assists with/attends events relating to student and family inclusion such as family dinners and potlucks
- Creates and implements student and school programming relating to diversity and community (MLK Day, Social Justice Day, Cultural Night, etc.) in collaboration with other school administrators
- Plans and coordinates the student experience before and after their attendance at the NAIS SDLC and the NWAIS SDLC:
 - Coordinates all trip logistics before, during, and after the conference and retreat
 - Promotes the conference and selects attendees
 - Plans and coordinates with the students to debrief upon their return from the conference and retreat
 - Coordinates staff and faculty attendees' roles and responsibilities

Faculty Resource

- Serves as a resource for faculty with respect to curriculum design and student support aimed at teaching and learning to think critically about cultural diversity; collaborates with individual faculty members to develop course and curricula that include the study of race, gender, ethnicity, nation and nationhood, class, and religion and their interconnections
- Develops and provides ongoing professional development for faculty to help them understand the critical nature of DEI in their pedagogical and curricular practice

General Responsibilities

- Attends meetings of the school's senior leadership team and collaborates with the senior team, faculty, staff, and students to forward the initiatives of the Diversity Plan
- Serves as a member of and acting as the staff liaison for the Building Community and Engagement (BCE) committee of the Board of Trustees

- Establishes and cultivates community relations by maintaining open dialogue with all the school's constituencies
- Actively participates in the full life of the school
- Vigorously engages in their own professional development; is a lifelong learner who enhances their skills, using state-of-the-art technologies to maintain high standards of performance to produce work products efficiently and effectively
- Is familiar with and complies with all policies and regulations as put forth in the school's documents
- Since safety and security are everyone's responsibility, takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials, and facilities
- Performs other duties as assigned

Education & Experience

- Bachelor's degree from an accredited four-year college or university required
- Master's degree preferred
- At least three years' related experience
- Education, teaching experience, and/or demonstrated work in the area of curriculum planning

Required Knowledge, Skills, and Abilities

- Outstanding interpersonal skills
- Exceptional written and oral communication skills
- Tactfulness and discretion
- Excellent organizational skills with the ability to prioritize a multitude of tasks by volume, urgency, and positionality
- Enthusiasm for working in an academic atmosphere
- Commitment to diversity and a strong interest in planning diversity, equity, and inclusion programming
- Effective facilitator in large groups, small groups, and in one-on-one situations
- Project management skills in implementing complex programs, supervising personnel, and handling a budget
- Proven success working collaboratively with students, faculty, staff, parents, and community leaders
- Successful track record managing collaborative groups across constituencies—families, staff, school leadership, and Board
- Detail-oriented and resourceful
- Enthusiasm, flexibility, maturity, and a sense of humor
- Ability to keep information in the strictest of confidence
- Proficient at working in a Microsoft Windows 10 environment, using Office (version 2013 or later); ability to master common automated systems for record keeping, and confidently learn new technology

If that sounds like you, we would love to hear from you.

To Apply: Interested candidates should respond immediately by email to careers@seattlewaldorf.org with a letter of interest, resume, and [employment application](#), available on the school website at: <http://www.seattlewaldorf.org/careers/>

Thank you for your interest in Seattle Waldorf School and this position. Position open until filled. No phone calls or drop-ins please. www.seattlewaldorf.org