



SAINT JOSEPH NOTRE DAME HIGH SCHOOL

Job Announcement

Director of Equity and Justice

Saint Joseph Notre Dame High School is a co-educational Catholic parish high school located in the heart of residential Alameda, just minutes from downtown Oakland. SJND offers academic excellence and moral development to its diverse and talented 450 students. The 65 staff members are dedicated to the development of confident, open-minded, effective leaders who are ready to live joyful lives of faith, scholarship and service. The school educates future leaders in a supportive and challenging environment.

Position:

We are currently seeking a full-time director of equity and justice. This is a unique opportunity for an innovative and experienced professional who desires to oversee the integrated, collaborative implementation of the school's goals for equity and justice using curricular, co-curricular, and community programs for students, faculty, staff, administrators, and parents. Serving as a resource, guide, strategic planner, and leader, the director of equity and justice will report directly to and provide professional assistance to the principal in fostering and ensuring the school's mission.

Major Responsibilities:

- Serves as a member of the school's Leadership Team and the leader of the Diversity, Equity and Inclusion (DEI) Committee, and partners with the Student Advisory Council.
- Serves as a leader, advisor, advocate for change, and resource who is dedicated to ensuring that the school's values are integrated into its programs and activities.
- Partners with the Campus Ministry Department to make connections between the school's Catholic values and equity and justice initiatives.
- Partners with our student leaders to build upon current equity initiatives and enhance the student culture at SJND.
- Collaborates closely with members of the Leadership Team, Student Life Team, and academic department chairs.
- Provides strategic leadership and accountability in developing and implementing programs and initiatives that meet the school's long-term goals, mission, and Strategic Plan.
- Leads the design of professional development opportunities for faculty and staff, focusing on equipping them with skills to lead their classrooms, departments, and programs.
- Moderates and coordinates programs for educating our community—including faculty, staff, students, and parents—about issues related to DEI.
- Creates an assessment system for the school's goals and outcomes, tracks results and

efficacy, and communicates the results school-wide.

- Partners with administration to recruit, welcome, and retain both faculty/staff and families from diverse backgrounds.
- Helps coordinate events and learning opportunities with the Student Life team, such as retreats and assemblies.
- Partners with the dean of students to analyze discipline data and collaborate in designing and implementing restorative practices, processes, and systems.
- Works with the Communications and Marketing Department to publicize events, educational opportunities, and workshops for students, faculty/staff, and parents, as well as use our website and social media to highlight work pertaining to equity and justice.
- Serves as a liaison between the school and outside organizations in order to support our efforts to serve our local community, as well as support our outreach, admissions, marketing, and recruitment programs.
- Works with our Pilot Parents program to provide educational and community support for current parents.
- In partnership with members of the administration, assists with budget allocation decisions about scholarships, tuition assistance, and student programming.
- Teaches a course, or components of a course, when deemed necessary.

This position will also be responsible for special projects and additional responsibilities as needed and as determined by the principal.

Experience, Qualifications and Skills

- Experience in conflict resolution and an ability to manage uncomfortable conversations that may arise when addressing issues of race and other disparities.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Ability to research, identify, and implement best practices for accessibility and inclusion.
- Experience as a proven problem solver, critical thinker, and change agent who can adapt to new situations and challenges with determination and a positive outlook.
- Understanding of the principles and practices of equity analysis program development and implementation.
- Public speaking, including facilitating and speaking on behalf of an organization in both large and small settings.
- Success in training, managing, and mentoring a motivated group.
- Ability to manage multiple priorities/projects simultaneously.
- Willing and able to provide advice and counsel on sensitive matters of importance with respect to the school, and to address complex issues in a variety of settings.
- Excellent interpersonal skills and ability to communicate comfortably with a variety of people.
- Ability to promote a vision and plan to others, and see through practical execution of that plan.
- Organizational and computer skills and ability to adapt to an ever-changing technological environment.
- *Preferred, but not required:* Experience as a classroom educator.
- Bachelor's Degree.

- Minimum three years experience.

Start Date: July 1, 2021

Compensation/Benefits: Competitive salary with benefits which include medical, dental, and visual health benefits as well as pension and retirement plans.

To Apply:

Submit the following materials as separate PDF attachments in one email to the SJND Search Committee at [hiring@sjnd.org](mailto: hiring@sjnd.org). Please use the subject line “Director of Equity and Justice” in your email.

- Cover letter expressing your interest and fit for leading equity and justice work at Saint Joseph Notre Dame;
- Current resume that includes dates for all degrees, certifications, and experience;
- A statement describing your value of diversity, equity and inclusion (DEI) and how you would exhibit these values at Saint Joseph Notre Dame.

Find out more about our school at www.sjnd.org. We are an equal opportunity employer and we welcome and encourage diverse candidates to join our community.