



Position Title: **Dean of Diversity, Equity, and Inclusion**

Last Updated: January 2021

Reports To: Head of School

Status: Full-Time Permanent
Exempt – Letter of Appointment from the Head of School

Schedule: Calendar Year;
Actual hours will be assigned per the needs of the school
Weekend and special event coverage as necessary

Benefits: Full benefit eligibility
Tuition Remission Eligible - Yes

Summary Description: This position is responsible for defining, communicating and collaborating with all members of the Williston community, and particularly with other leaders in the school, to implement Diversity, Equity and Inclusion (DEI) strategic initiatives and goals for student life, curriculum, hiring and alumni relations.

Essential Functions:

- Enhance our existent commitment to building a multi-cultural and inclusive community. Serve as visionary to consider all steps that will help the Williston community meet the aspirations of the school's diversity mission statement:
As an independent school that draws students from across the country and around the world, we recognize that diversity and inclusion promote cross-cultural dialogue, expose students to a deeper and wider swath of humanity, and ultimately, make our community stronger. We commit to welcoming to this community all segments of society, including members of all racial and ethnic identities, religions, sexual orientations and gender identities, abilities, ages, and socio-economic statuses.
- As a senior administrator, the dean must be willing to assume a high-profile presence on campus that advances the school's ethos of a premiere boarding school culture.
- Collaborate with the Head of School, Senior Administrative Team, Trustees, alumni, faculty, and students to develop a broad-based DEI strategy that works across all areas of the school.
- Collaborate with the Dean of Students, in several student life areas:
 - Oversee affinity and cultural groups for Williston students.
 - Oversee DEI programming for the school with emphasis on building trust, relationships, a culture of inclusion, and respect.
 - Serves as a key member of an intervention team which will bring resolution to diversity related conflicts / issues.
- Collaborate with the Academic Dean, Educational Policy Committee and department leadership to evaluate current curriculum and implement necessary changes to ensure a culturally inclusive curriculum and pedagogy.
- Collaborate with the Dean of Faculty in all aspects of the hiring process, with particular emphasis on BIPOC outreach, recruitment, and evaluation. Actively participate in the recruitment and interviewing of faculty candidates. When necessary, travel with or on behalf of the Dean of Faculty for faculty recruitment efforts.
- Actively engage with the Dean of Admission in outreach, recruitment, and enrollment of historically under-represented members of the student body. When necessary, travel with the Admission team for student recruitment efforts.
- Oversee DEI professional development opportunities and training for faculty, staff, administration, and Trustees.

Essential Functions continued:

- Partner with the Advancement Office to support and engage BIPOC alumni to include attending off campus events.
- Provide insight and support to the Human Resources office regarding employment policies for language, approaches and overall tone.
- As a Senior Administrator, accepts and understands the need for confidentiality and trust.
- Oversee and manage the school's DEI budget.

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards.
- As a senior administrator, participation in the regular rotation of dean on duty coverage, either during the week and/or on weekends.
- Must maintain high level of personal hygiene and cleanliness at all times.
- All school employees have a responsibility to report inappropriate behavior to School Administration in order to maintain a safe learning environment.
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document.
- Faculty and Administration shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement.
- Act as Advisor of Students.
- Other duties as requested or assigned per the Head of School.

Qualifications:

- Bachelor's degree required; Advanced degree preferred
- Three to five years of experience in a similar position
- Experience/knowledge of independent boarding schools preferred
- Background in teaching, advising, coaching as well as administrative experience
- Belief and a strong passion for the mission of Williston
- High energy, lively intelligence and enthusiasm for residential school life
- Motivated self-starter, strategic thinker, with organization skills and initiative
- Proven experience leading and developing exuberant, creative, and committed staff with an equal passion for student-centered education, technological innovation, and service leadership
- Ability to remain calm and confident in a sometimes-challenging environment
- Has expectation of excellence and a demonstrated interest in providing a high-quality student experience
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- Careful listener, warm personality, with a good sense of humor
- Patience and persistence, with an eagerness to set ambitious, challenging, and tangible goals and a relentless drive to achieve them
- Excellent communication sense, strong written communication skills, strong interpersonal skill and collaborative mindset
- Strong counseling, advising, management, supervisory, and leadership skills.
- Ability to relate effectively with students, institutional personnel, and the public
- Have excellent integrity and demonstrate good moral character and initiative in a confidential professional demeanor
- Strong organizational skills for multi-tasking and prioritizing responsibilities to manage competing deadlines
- Solid working knowledge of Microsoft Office Suite, (Word, Excel, OneNote, etc.) Internet, knowledge of Veracross a plus

Qualifications continued:

- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Positive appearance, attitude and presentation
- Regular and consistent attendance and punctuality is required and as a condition of employment
- Must possess a valid driver's license for operating a school van

The person in this position:

- Regularly communicates with other faculty/staff, families, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Is capable of moving about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e. copy machines, printers
- Observes, recognizes, identifies other faculty/staff, families, visitors
- Is capable of remaining in a stationary position, (i.e. sitting, standing), for extended periods of time

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative position performing duties in a typical office setting and thus is exposed to minimal adverse working conditions

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.