



Director of Community and Belonging Position Description 2022

POSITION DESCRIPTION

St. Richard's is seeking to employ a Director of Community and Belonging. This position's preferred start date is August 1, 2022 and has an annual salary range of \$50,000 - \$55,000 .

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This successful candidate will:

- Provide strategic leadership, guidance, and support in the area of diversity, equity, inclusion, and belonging based upon the St, Richard's mission and diversity statement
- Develop, implement, and support professional development experiences for faculty and staff that broaden and deepen knowledge and skills related to diversity, equity, inclusion, and belonging
- Develop and manage learning experiences for families that broaden and deepen cultural competency and fluency in issues of diversity, equity, inclusion, and belonging
- Co-Chair and facilitate the work of the school's DEIB committee
- Coordinate and support affinity group programming for students, employees, and families
- Partner with the Admission Office to recruit, welcome and retain a diverse student body
- Support the recruitment and retention of a more diverse employee population by partnering with the HR department, Division Heads, and on hiring committees to strategically plan for onboarding, mentoring, and retention processes and initiatives
- Partner with Division Heads, School Chaplain, School Counselor, School Librarian, Directors of Learning Support to develop and implement age-specific DEIB initiatives and programming for students, faculty and staff
- Work with the Division Heads to develop and implement a DEIB scope and sequence from grades PK-grade 8
- Collaborate with all administrative offices, including Development and Communications, to support DEIB initiatives, fundraising efforts, and a clear communication plan of these initiatives to the larger SRES community

- Serve as a representative of St. Richard's, including its diversity, equity, inclusion, and belonging work, in the wider community, independent schools, Episcopal schools and beyond
- Plan, execute, support, and assist with events including: assemblies, PO, admissions, development events and special services.
- Plan and provide parent education in collaboration with the school counselor and learning support directors.
- Provide strategic guidance and support around policies and practices impacting the student experience (eg. field trips, curriculum, grading, advisory, affinity groups, assemblies, health education, Dragon Pins).
- Other duties as assigned

CRITICAL SKILLS:

- Understanding and support of the school's mission.
- A sensitivity to and knowledge of the needs of a diverse community and the ability to work effectively with students, parents, teachers, and other stakeholders from diverse backgrounds.
- Proficiency with Google Suite and an aptitude for learning new computer applications.
- Excellent written, oral, and interpersonal communications skills, including public speaking and ability to work collaboratively with all in the school community.
- Organizational skills and an ability to work collaboratively, independently, and handle multiple priorities.

QUALIFICATIONS:

- Bachelor's Degree
- Experience in the field of education, especially PreK- grade 8

MISSION & DESCRIPTION

The Mission of St. Richard's Episcopal School is to instill knowledge and values for a lifetime. St. Richard's provides a timeless, challenging curriculum that embraces diversity while developing global citizens, socially, emotionally, physically, spiritually and intellectually.

ST. RICHARD'S IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race/ethnicity, color, religious belief, sex, gender identity, age, national origin, disability, veteran status or any other status protected under applicable local, state, or federal law. St. Richard's is committed to fostering a community where all people are respected, valued, treated equitably, and expected to share the responsibility of upholding diversity, equity and inclusion.

APPLICATION INSTRUCTIONS

Interested applicants should complete an [application](#) which includes uploading a resume and cover letter. Additionally, please send an introductory email to Head of School [Dr. Leslie Hosey](#).

WHY ST. RICHARD'S:

St. Richard's Episcopal School is the only Episcopal school in the state of Indiana. All are welcome and can find belonging at St. Richard's. Since 1960, St. Richard's has been providing a diverse and international student body with an excellent academic foundation rooted in Episcopal values. Our students are encouraged to ask questions, use reason, and learn wisdom, compassion and humility as they practice the skills they need to be global citizens. Students learn to have honest and respectful dialogue across lines of disagreement and difference as they prepare for lives of leadership and civic responsibility.

Faculty and staff at St. Richard's build lasting relationships with students and families as they implement inquiry-based and talent development curriculum to meet students where they are and encourage students to stretch and grow in a safe space. Faculty and students benefit from our location in the heart of Indianapolis with many field experiences and partnerships for learning and service.

Our most recent graduating class is a good example of the impact of a St. Richard's education. The Class of 2021 were accepted into the high school of their choice, earned over \$525,000 in merit financial aid, won multiple National Championships in math competitions, placed 3rd in the country in the "We the People" civic competition, and are prepared for their next stage in life with knowledge and values for a lifetime.