



## Director of Diversity, Equity, and Inclusion

### PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving approximately 1400 young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

The Director – Diversity, Equity, and Inclusion (DEI Director) is a key member of the Principal’s Leadership Team. As a senior leader in a Jesuit school, the DEI Director is inspired at all times by the highest Ignatian ideal of *Ad Majorem Dei Gloriam* (For the Greater Glory of God). Within this context lie the Ignatian ideals of companionship and collegiality. This relationship was modeled by St. Ignatius and his early companions and strives to uphold the virtues of being people for and with others.

As a Christ centered school based on the Gospel value of human dignity and respect for all, the DEI Director has special responsibility to ensure that the central tenet of social justice is animated in the life of the school. The DEI Director is a key leader in our commitment to be an anti-racist and inclusive school.

### ROLE PURPOSE

- The DEI Director has responsibility for the operation and strategy of the DEI program and the Center for Diversity, Equity and Inclusion.
- The DEI Director will formulate, develop, and implement strategic initiatives related to DEI in a faith-based context; build and foster a sense of collaboration among faculty and staff; align, motivate and inspire others in a shared vision; and produce and lead change.
- The DEI Director will run a student-centered office that makes students feel welcomed and open to use the space for building community.
- The DEI Director will foster a culture of *cura personalis* (care for each individual across all of their dimensions) and inclusion.
- The DEI Director should be an exemplary leader for students and colleagues who models the way, inspires a shared vision, challenges the process, enables others to act and encourages the heart.
- The DEI Director will be discerning and reflective, deeply committed to the ongoing exploration of their own spirituality, in order to accompany faculty, staff and students.

### LINE OF AUTHORITY

- The position is directly responsible to both the President and Principal. As such, the DEI Director is expected to make a significant contribution to the overall direction of the school.

### ROLE ACCOUNTABILITY

- The DEI Director will work closely with the other center directors, vice-principals, and deans.

## SPECIFIC RESPONSIBILITIES

The DEI Director will:

- Chair meetings of the Diversity Committee.
- Chair meetings with DEI student groups.
- Attend Academic Council meetings.
- Attend Students of Concern meeting as required.
- Attend Community Council meetings.
- Attend meetings as part of the Principal's Leadership Team.
- Attend biweekly meetings with the President and Principal.
- Attend Head of House meetings, as required by the Vice-Principal of Student Life.
- Oversee all student and adult affinity groups and consult with moderators.
- Oversee the Sankofa Mentoring program, which involves alumni mentoring current students.
- Initiate and implement DEI sponsored initiatives, events, and activities for and with students.
- Support students with access to school related necessities (books, supplies etc.).
- Work closely with Heads of House, counselors, and learning enhancement staff to support the holistic care of students of color, LGBTQ+ students, students from varied faith backgrounds, and students with learning differences.
- Be a House Advisor in one of the twelve houses or an advisor in Arrupe.
- With the vice-principals and deans, lead and execute the professional learning program for faculty and staff. In particular, coordinate and lead the central DEI work that exists as part of the overall professional development program.
- Plan and lead the Equity Leadership Team.
- Work closely with the Vice-Principal of Teaching & Learning, Vice-Principal of Arrupe, and Dean of Teaching & Learning to ensure that curriculum and pedagogy is inclusive and representative.
- Work closely with the Vice-Principal of Student Life, Dean of Students, and Arrupe Dean to support DEI programming for students.
- Collaborate with Manager of People and Culture on employee-focused DEI matters and activities.
- Be directly involved in the recruitment and retention of a diverse faculty and staff.
- Be part of the interview and hiring process as part of BC High faculty employment protocols.
- Lead and encourage reflective conversations among faculty and staff that explore DEI, current literature, and research relating to best practice in the context of an all-boys Jesuit school.
- Coordinate, develop, analyse, and evaluate all DEI programs, managing change where necessary.
- Keep abreast of educational change locally, nationally, and internationally.
- Manage student issues as referred by vice-principals and deans.
- Act as the direct family contact for Madden Students in partnership with Madden teachers.
- Advise the President and Principal on all aspects of DEI. This includes providing regular written reports for the Board of Trustees and for community publications.
- Publish notices and articles in the Eagle Update as required.
- Run the high school transfer orientation program under the direction of the Vice-Principal of Student Life.
- Coordinate large group assemblies for students, and faculty and staff as required.
- Actively engage with parents and address parent groups as required.
- Initiates, coordinates, and cooperates in activities that foster communication between BC High and diverse communities, including but not limited to forums, workshops, and speaking engagements.
- Identify and meet with diverse students and families who have, or could have, an interest in BC High.
- Counsel students and families on the application decision and assist them with admissions procedures.
- Advocate the candidacy of appropriate students to admissions.

- Continue to assist families whose sons have been admitted to BC High, responding to both academic and social concerns.
- Build relationships with students and families of color and other marginalized groups to support their academic, social, and economic needs to ensure equitable access to all school opportunities and programs.
- Consult with faculty and administration, or assist them in finding appropriate resources, on matters of curriculum, staffing, and counseling, or on any issues where the school may need assistance in responding to the needs of students of color or diverse backgrounds, or in providing an appropriately diverse educational experience to all students.
- Organize and administer study skills and peer tutoring programs and other student support services, in collaboration with the Academic Resource Center.
- Cooperate with administration, guidance and campus ministry personnel in arranging programs of guest speakers and college representatives to focus on career opportunities for students from diverse backgrounds, college programs and scholarships, and social justice issues.

### **Other Duties**

The President and Principal may allocate other duties in accordance with the school's needs and in keeping with the expertise of this position of leadership.

The nature of the position is such that the DEI Director is required to be available outside the “normal” office/school hours, to attend meetings and presentations whenever necessary and to represent the school in a variety of forums whenever required.

The role requires consistent presence at student events.

### **SELECTION CRITERIA**

- Proven track record of leadership at a middle or senior level, preferably in DEI and pastoral care.
- Proven track record of leading educator colleagues, at a team and institutional level.
- Proven track record of working with and inspiring formal student leadership groups.
- Proven track record of developing and implementing strategic projects and initiatives.
- The capacity to develop, articulate, and inspire a vision of DEI.
- A deep understanding of and commitment to excellence in boys’ education.
- Outstanding work ethic, communication, and interpersonal skills.
- Minimum of a master’s degree is preferred.

**Deadline for applications is Friday August 25<sup>th</sup>, 2022.**

**Applications should be addressed to the Principal, Mr. Adam Lewis.**

**Applications should include a cover letter and resume and be sent care of Ms. Sue Glover; Manager of People and Culture, at [sglover@bchigh.edu](mailto:sglover@bchigh.edu).**