



MERCY MONTESSORI

Job Description

Job Title: Diversity, Equity, Inclusion, and Belonging (DEIB) Director
Reports to: Principal
Job status: Full-Time
Starting date: April / May 2023 (accepting applications through March 3, 2023)
Salary and benefits: Salary will depend on qualifications and experience. Salary range is \$55,000-\$65,000. Benefits include: 50% tuition discount for child(ren) of employee, 403b 50% match up to 1.5% of gross salary, employer pays 80% of premium cost for employee health and dental insurance (family insurance offered at additional employee-paid cost). After 12 months of employment, additional benefits include employer-provided life insurance and employer-paid retirement contributions at 3.82% of gross salary.

The full-time Diversity, Equity, Inclusion, and Belonging (DEIB) Director will report to the Principal and work closely with the Assistant Principal, the DEIB Committee, Board, teachers, staff, parents, and the community, in the implementation of the school's developed and approved diversity, equity, inclusion, and belonging strategic plan. The DEIB Director will report on a regular basis to the Board of Directors on the school's DEIB progress toward the strategic plan and propose recommendations for adjustments necessary to achieve the outlined goals. Given the nature of the responsibilities, the DEIB Director is required to be on-site at Mercy Montessori five days a week.

Essential Job Duties and Responsibilities include the following. Other duties may be assigned.

Leadership Responsibilities

- Develop and implement innovative systems, processes, initiatives, and policies to advance diversity, equity, inclusion, and belonging throughout the school.
- Build relationships of trust with the teachers and staff. Provide knowledge, expertise, and guidance to further Mercy's DEIB goals within their classrooms and their work.
- Present updates to the Board, teachers, staff, and parents on a regular basis.
- Develop DEIB committee meeting agendas, lead DEIB committee meetings, and provide support to DEIB subcommittees between meetings.
- Evaluate from an equity lens Mercy's recruiting, hiring, retention, evaluation, and compensation systems to identify areas for improvement for consideration by the administration and Board.
- Contribute meaningfully to the routine practices at Mercy that require staff support, such as greeting families and students in the car line, supervising lunch periods, and covering classroom supervision and instruction when necessary.

Implementing the Mercy DEIB Strategic Plan

- Implement a recruitment plan that will result in a more diverse teacher and staff applicant pool for consideration for all open positions.
- Develop and present DEIB training and education for Mercy's teachers, staff, parents, and the community.
- Design, maintain, and utilize a dashboard of Mercy's student enrollment and retention statistics that includes demographic data.
- Develop and deliver opportunities for staff, parents, and members of the community to come together in dialogue around DEIB topics.
- Communicate and collaborate with Mercy's ties to the Sisters of Mercy, Mercy Education, and the Archdiocese, and The American Montessori Society.

Job Knowledge, Skills, Abilities, and Requirements

- Bachelor's degree required
- Proven diversity, equity, and inclusion leadership experience
- Knowledge of the Montessori Method of education strongly preferred, or a commitment to complete provided Montessori philosophy training as identified by administration as soon as possible
- Experience in education preferred
- Passion for diversity, equity, and inclusion work
- Empathetic, compassionate, and caring
- Excellent leadership, organizational, management, and communication skills
- Demonstrated success building trust and collaborating with others at all levels.
- Superior judgment and ability to deal discreetly with highly confidential information
- Self-motivated; ability to work independently
- Excellent problem-solving and conflict-resolution skills.
- Demonstrated cross-cultural skills related to individuals from broad backgrounds, races, ethnicities, religions, gender, sexual orientation, gender identity and disability, among others
- Understands unconscious bias and equity and its effect on recruiting, hiring, advancement, and compensation, as well as student enrollment and retention
- Proficient using Google Workspace and Excel

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Please submit a resume and cover letter to Kristin Weiss at kweiss@mercymontessori.org

Mercy Montessori is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Learn more here:

www.mercymontessori.org/discover/diversity-equity-inclusion-and-belonging/

Find out more about our school at www.mercymontessori.org

