



POSITION STATEMENT

DIRECTOR OF GLOBAL CIVIC ENGAGEMENT AND SERVICE LEARNING

OVERVIEW

Brooklyn Friends School (BFS), a thriving Preschool-12 grade school located in vibrant Downtown Brooklyn, seeks a visionary leader to serve (effective July 2021) as Director of Global Civic Engagement and Service Learning within a vibrant community of colleagues (BFS uses the all-inclusive term, colleagues, to refer to all rather than one that delineates faculty/staff). Founded in 1867, Brooklyn Friends School's pillars of social justice, service learning/civic engagement, and Quakerism, serve as guideposts for our action-oriented collective work. [Our school's history](#) has been illustrious and reflective of the expansive nature of human experiences. Guided by our [mission](#), BFS provides a dynamic, diverse, and robust social/emotional environment and academic program that cultivates compassionate, intellectually curious, and confident changemakers. As a school, we affirm that human diversity includes, but is not limited to: race, ethnicity, culture, national origin, religion, gender, gender identity and expression, sexual orientation, age, socioeconomic class, family structure and physical ability, as well as diversity of thought, talents, and learning style.

[This short video](#) gives you a glimpse into our contemporary experience.

THE LEADER

The **Director of Global Civic Engagement and Service Learning** will develop and articulate a vision for civic engagement and service learning within local, national, and international communities through the 12th grade. The Director will work collaboratively with colleagues, students, parents/guardians, and leadership team members to organize and implement community-wide service initiatives and articulate a strategic plan for our service program that reflects our community values. The Director will train colleagues in all divisions to facilitate service learning and civic engagement experiences, develop relationships with local and global community organizations, and generally provide motivation and wisdom to our community in regards to service learning and civic engagement. The experiences should be guided by a global learning framework that supports expansive academic outcomes and involve direct and reciprocally-valued engagement with diverse communities engaged in addressing real-world challenges. The Director will also develop and oversee the implementation of a global civic engagement and service learning curriculum school-wide.

Qualifications and Characteristics Sought:

Educational Leadership

- Ability to develop and implement short and long-term strategic goals and further track meaningful and measurable outcomes
- Experience as a teacher and teacher-leader with deep knowledge of pedagogy, curriculum, and child and adolescent development with an ardent focus on student leadership development
- Professional record that demonstrates a strong ability to work collaboratively, sensitively, and effectively with all constituencies in a diverse community that is open and willing to delve into complex and challenging points of exploration
- Demonstrated experience with the development of local partnerships that offer opportunities for innovative and experiential collaboration and experienced and/or interested in establishing meaningful partnerships on a global level

Educational Justice Leadership

- A skillful educational and thought leader whose strategic thinking, lived experiences, and passion have meaningfully and positively engaged diverse and inclusive communities
- Strong presence and an ability to inspire open, productive, and challenging conversations, which punctuate our insistence and focus on partnering with community members within and outside of our community with an uncompromisable, inclusive and antiracist construct of civic engagement and service learning
- Possess knowledge of and experience in facilitating points of engagement grounded in mutual respect and appreciation/inclusion of difference
- Knowledgeable in research, data acquisition and analysis, and successful implementation of strategies currently shaping effective and emboldened global civic engagement and service learning work in Prek-12, colleges/universities, nonprofits, and other entities

Management Proficiency

- A highly adept and efficient decision maker and skilled communicator who seeks broad input and is known for transparency and collaboration
- Demonstrated success with carrying out strategic goals and initiatives and in leading teams
- Program development experience from conception to delivery of ideas
- Project management skills in implementing multi-layered and intersectional programs, supervising personnel, and managing a budget

Personal Qualities and Professional Requirements

- Direct experience with youth in an educational, vocational, and/or social service setting
- Demonstrated commitment to equity and justice and ability to examine constructs of identity, power, and privilege
- Master's or Ph.D. preferred, preferably in education, social work, equity work, and/or educational administration or other related/applicable fields
- Excellent leadership abilities, interpersonal and collaborative skills, speaking and writing skills, strong listening skills, organizational skills, and the ability to follow through required
- A detailed thinker with the ability to work independently as well as collaboratively, flexibly, and thoughtfully in a fast-paced and ambitious environment with minimal supervision Proficiency with using technology to maintain records, support events, generate materials, and publicize programs. Working knowledge of Google Apps (e.g. Docs, Sheets, Forms, Slides, Calendar, and Groups), Senior Systems, WordPress, ManageBac or similar software, as well as social media
- An appreciation for the ideals of Quaker philosophy and Brooklyn Friends School's mission. Comfort with and desire to learn more about Quaker values and decision-making practices
- A leader with high character and impeccable integrity with the ability to handle sensitive information with discretion and tact
- A dedicated lifelong learner

Specific Responsibilities Within the Role Include:

1) ***Thought Leadership:*** Providing thought leadership and support to divisional leadership and colleague body in evolving our C.A.R.E. (Community, Accountability, Reciprocity, Equity) approach to service learning and civic engagement for Brooklyn Friends students.

2) ***Systems Management:*** This leader will have data management responsibilities, ensuring a robust, current, and accessible electronic database with city-wide volunteer opportunities for BFS community members.

3) ***Communication:*** Facilitating communication about Brooklyn Friends School service learning and civic engagement efforts throughout the school community and the broader community (through the Office's web page and related articles published on the school website, podcasts, E-News, presentations, videos, and collaboration with the BFF (Brooklyn Friends and Family) Service Learning Committee).

4) ***Teaching and Curriculum Development:***

- Partnering with the Director of Diversity, Equity, and Belonging in developing curriculum and teaching a 9th grade collaborative course that provides a foundation for students' Upper School learning experiences and introduces key teachings and opportunities for growth. (For future years, consider methodology

and necessary partners to expand this beyond ninth grade.)

- Developing Middle School Service Learning curriculum in partnership with the Dean of Student Life.
- Establishing/Evolving Preschool and Lower School global civic engagement and service learning in partnership with grade level teams.

5) *Clerking the All-School Service Learning and Civic Engagement Committee and expanding it to include a Global framework:* Conducting administrative functions of the Committee, which originally convened in September 2014 to be engaged in the evolution of service learning at Brooklyn Friends School. The Committee functions both as a visioning group and a decision-making body, while articulating and clarifying the purpose and integration of service learning and civic engagement school-wide. The Committee aims to build confidence and competency with the core principles and implementation of service learning/civic engagement while connecting conversations with what is happening for students both within and outside the classroom.

6) *Engagement Opportunities - Planning and Execution:* Partnering with the Director of Diversity, Equity, and Belonging and other members of the community to schedule and coordinate logistics for events and opportunities including conferences (e.g. annual student-led Community Issues Conference and Brooklyn in Solidarity events), guest speakers, film screenings, discussion groups, professional development, and workshops.

7) *Presenting and Networking.* Presenting at conferences as well as representing the Center for Educational Justice, Belonging, and Action at local and national events. Also, welcoming colleagues from other schools to learn about Global Civic Engagement and Service Learning at Brooklyn Friends School.

8) *Uncompromising Focus.* Flexibly doing whatever is needed to make this critical and mission-aligned work actionable, successful, and a prioritized focus for all in our community.

To apply, please provide the following:

1. Resumé/Curriculum Vitae – Candidates are encouraged to include hyperlinks to applicable examples of their work in their professional journey.
2. A Personal Statement/Cover Letter addressed to Head of School, Crissy Cáceres, that expresses the ways in which your journey has demonstrated the school's pillars of Equity and Inclusion, Quakerism, and Service Learning/Civic Engagement and how you see yourself further making them actionable within the context of your leadership.
3. List of four references with name, title, relationship, and contact information
4. Optional: Any other documents/artifacts from your experience that you think represent you in an authentic manner
5. Email the above as attachments or (if possible) one comprehensive PDF to

hr@brooklynfriends.org. Please put as subject line, Dir. of Global Civic Engagement and Service Learning. Thank you!